Microsoft Excel 2016: Beginners and Intermediate Training

365 Careers

365 Careers

Introduction to Excel's Basic Features

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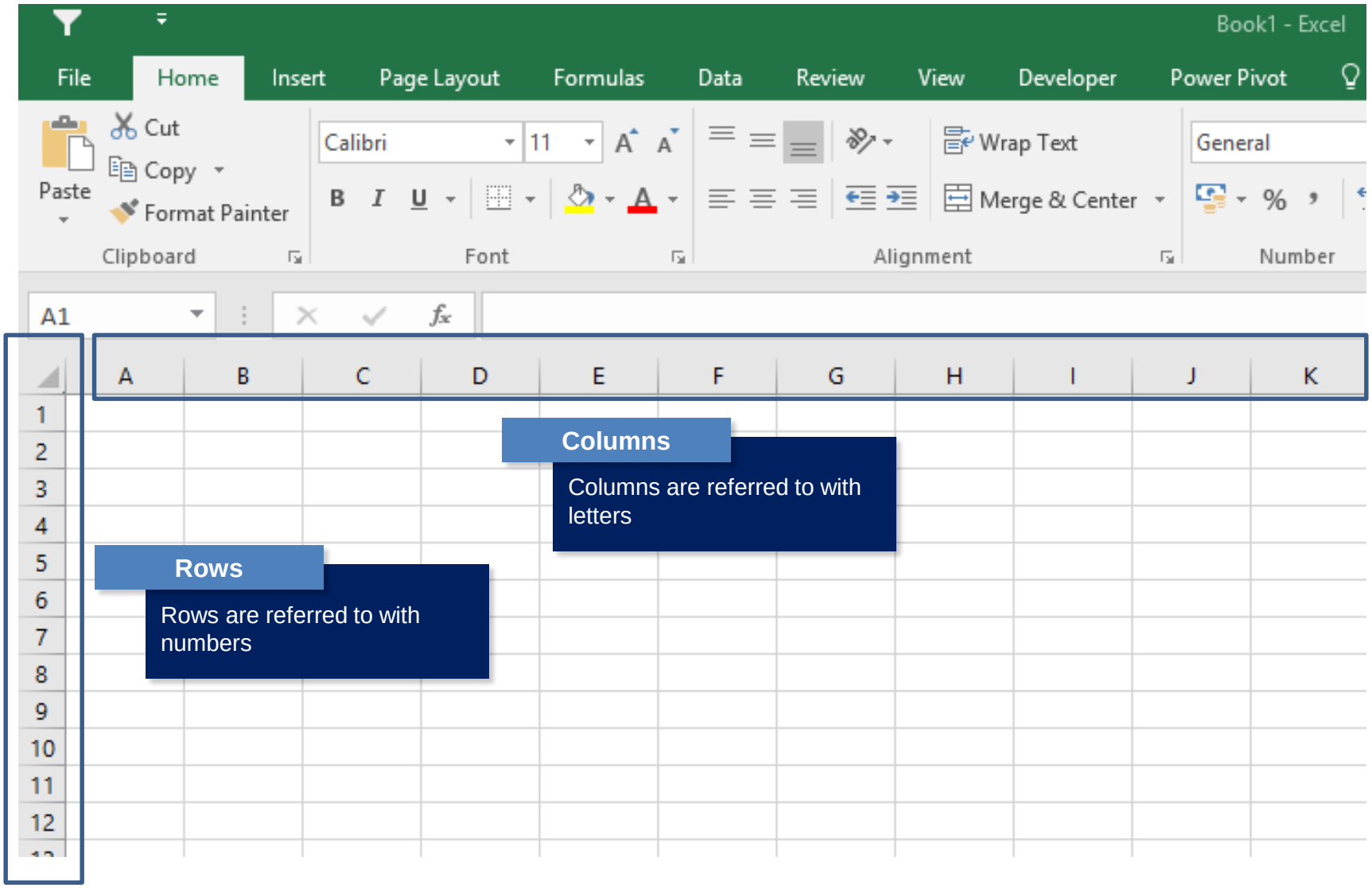
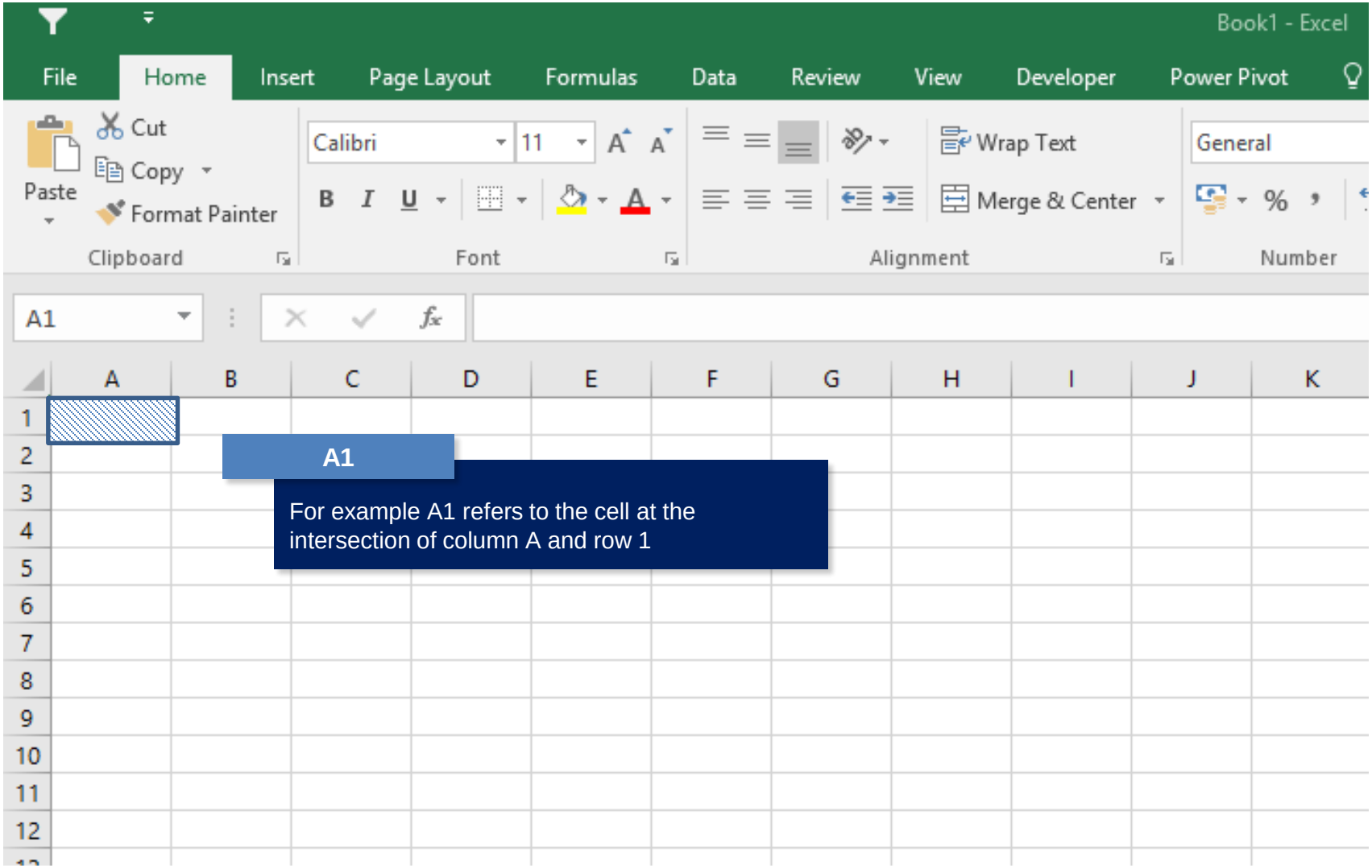
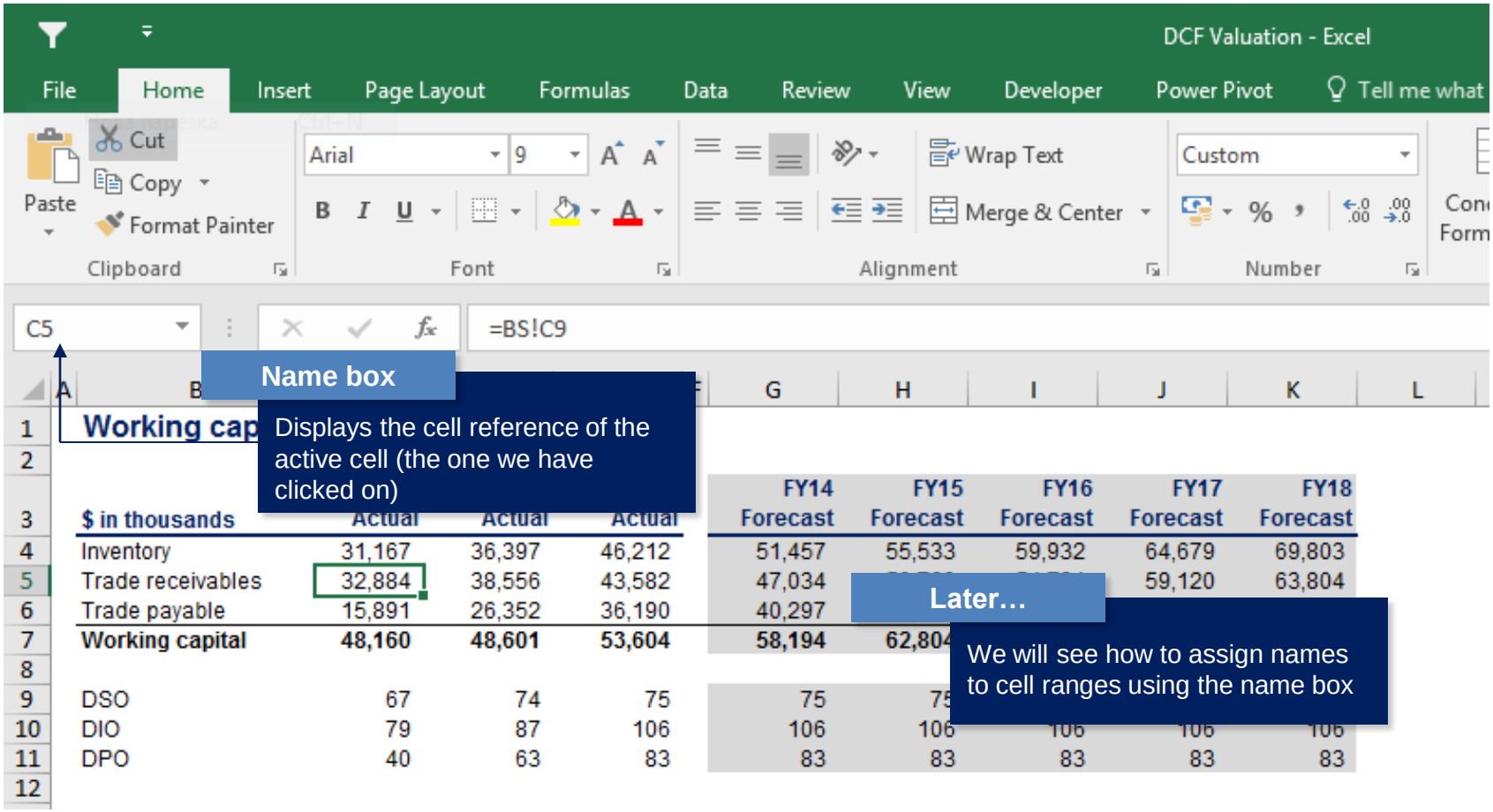
Column and Row references



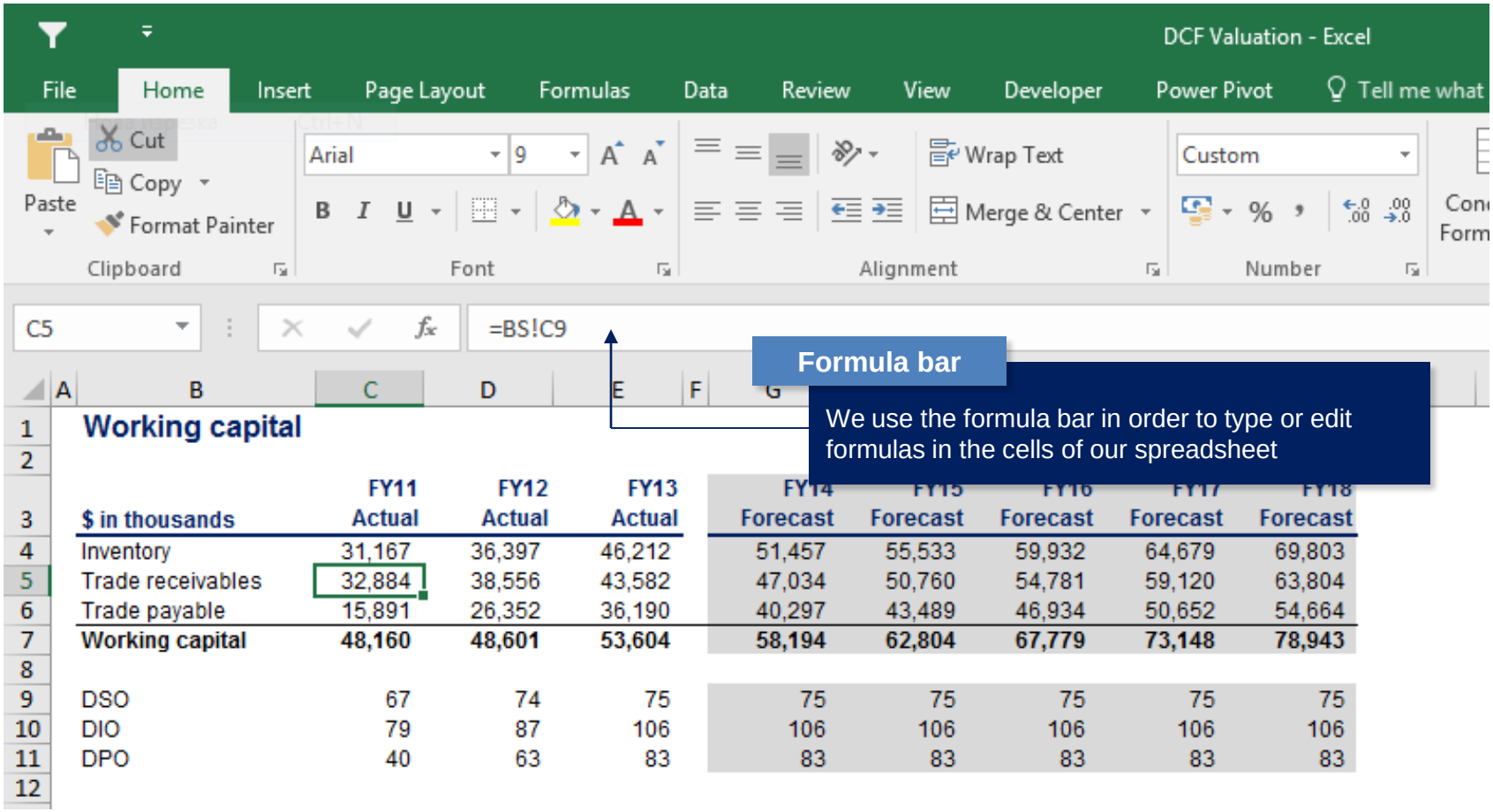
Column and Row references



Name box


DCF Valuation - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Power Pivot
Tell me what
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
Custom
Number
C5
=BS!C9
Name box
Displays the cell reference of the active cell (the one we have clicked on)
Working cap
$ in thousands
Actual
Actual
Actual
FY14 Forecast
FY15 Forecast
FY16 Forecast
FY17 Forecast
FY18 Forecast
Inventory 31,167 36,397 46,212 51,457 55,533 59,932 64,679 69,803
Trade receivables 32,884 38,556 43,582 47,034 59,120 63,804
Trade payable 15,891 26,352 36,190 40,297
Working capital 48,160 48,601 53,604 58,194 62,804
DSO 67 74 75 75
DIO 79 87 106 106 106 106 106
DPO 40 63 83 83 83 83 83
Later…
We will see how to assign names to cell ranges using the name box

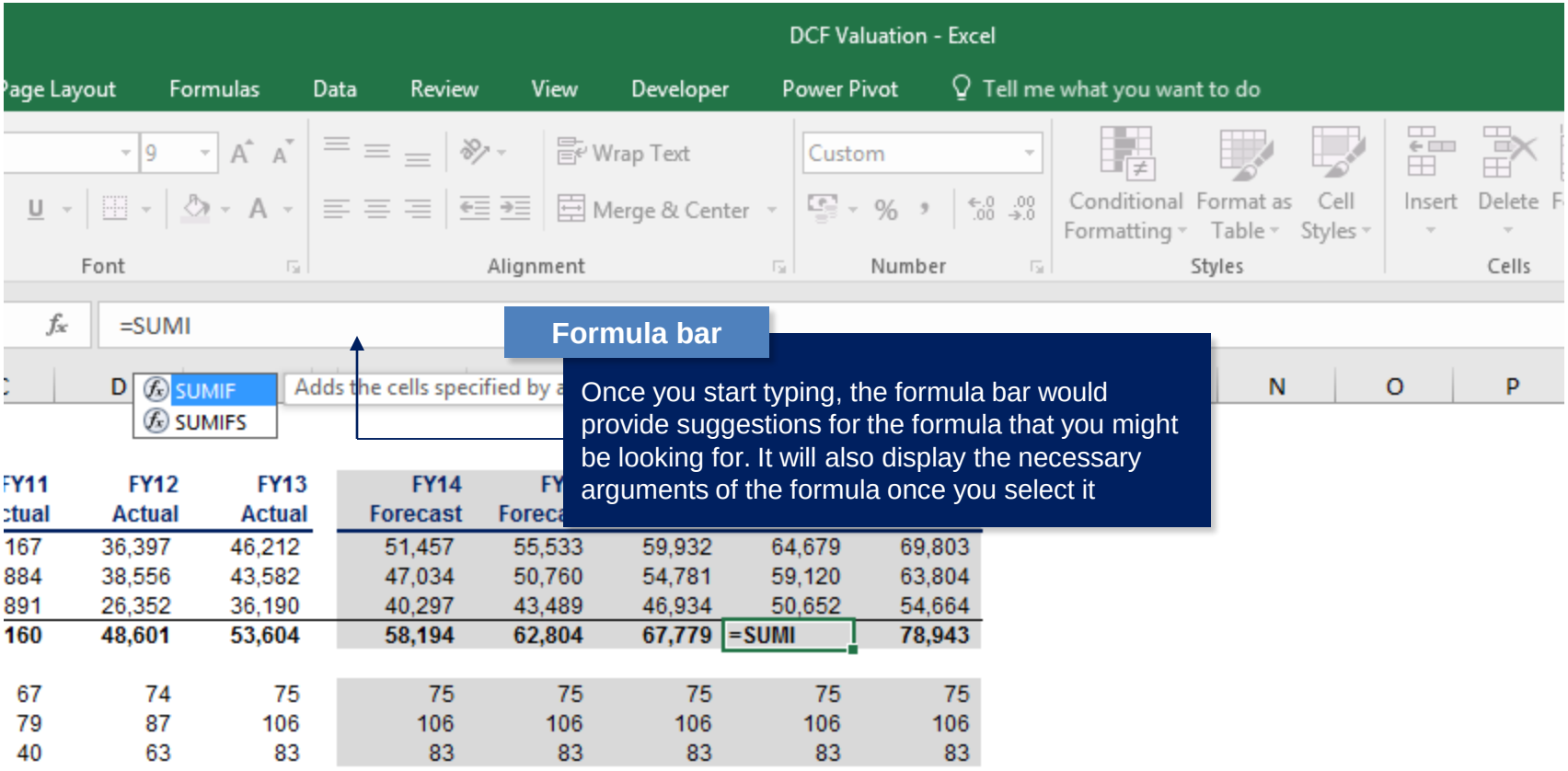
Formula bar



Working capital

$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
Working capital	**48,160**	**48,601**	**53,604**	**58,194**	**62,804**	**67,779**	**73,148**	**78,943**
DSO	67	74	75	75	75	75	75	75
DIO	79	87	106	106	106	106	106	106
DPO	40	63	83	83	83	83	83	83

Formula bar


DCF Valuation - Excel
Page Layout
Formulas
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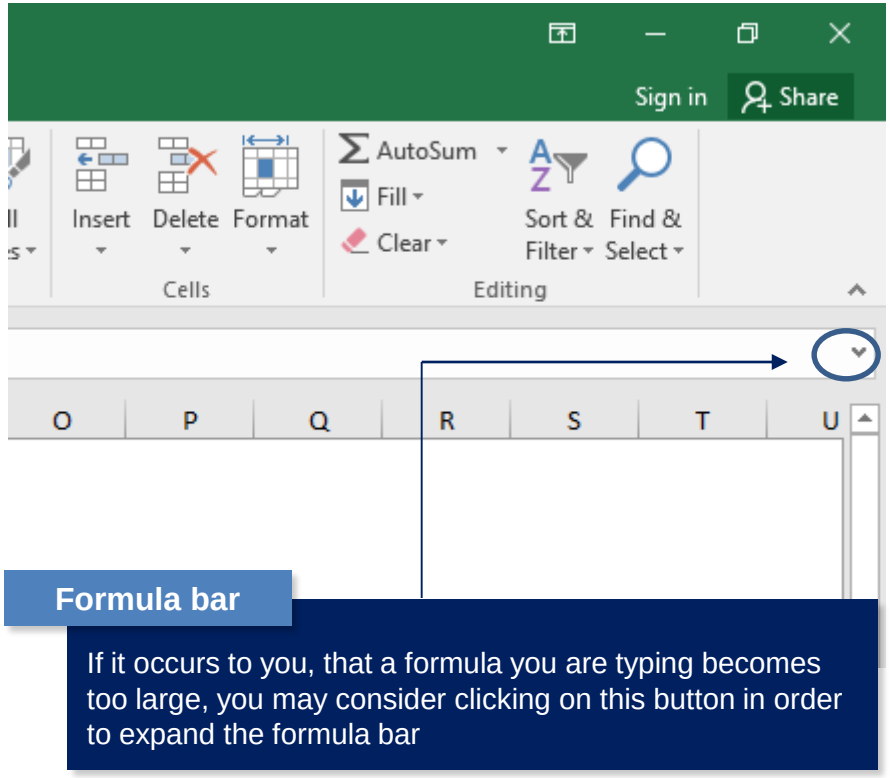
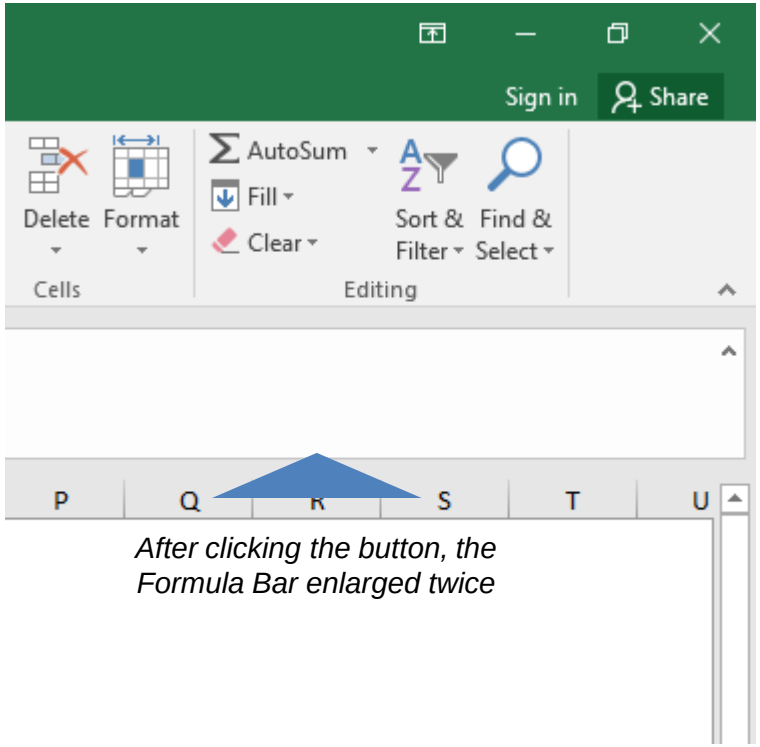
Power Pivot
Tell me what you want to do
Wrap Text
Merge & Center
Custom
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Font
Alignment
Number
Styles
Cells
=SUMI
SUMIF
SUMIFS
Adds the cells specified by a
Formula bar
Once you start typing, the formula bar would provide suggestions for the formula that you might be looking for. It will also display the necessary arguments of the formula once you select it
FY11 ctual
FY12 Actual
FY13 Actual
FY14 Forecast
FY Foreca
167 36,397 46,212 51,457 55,533 59,932 64,679 69,803
884 38,556 43,582 47,034 50,760 54,781 59,120 63,804
891 26,352 36,190 40,297 43,489 46,934 50,652 54,664
160 48,601 53,604 58,194 62,804 67,779 =SUMI 78,943
67 74 75 75 75 75 75 75
79 87 106 106 106 106 106 106
40 63 83 83 83 83 83 83

Expanding the formula bar



Formula bar

If it occurs to you, that a formula you are typing becomes too large, you may consider clicking on this button in order to expand the formula bar



After clicking the button, the Formula Bar enlarged twice

Working with spreadsheets

365 Careers

$ in thousands	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
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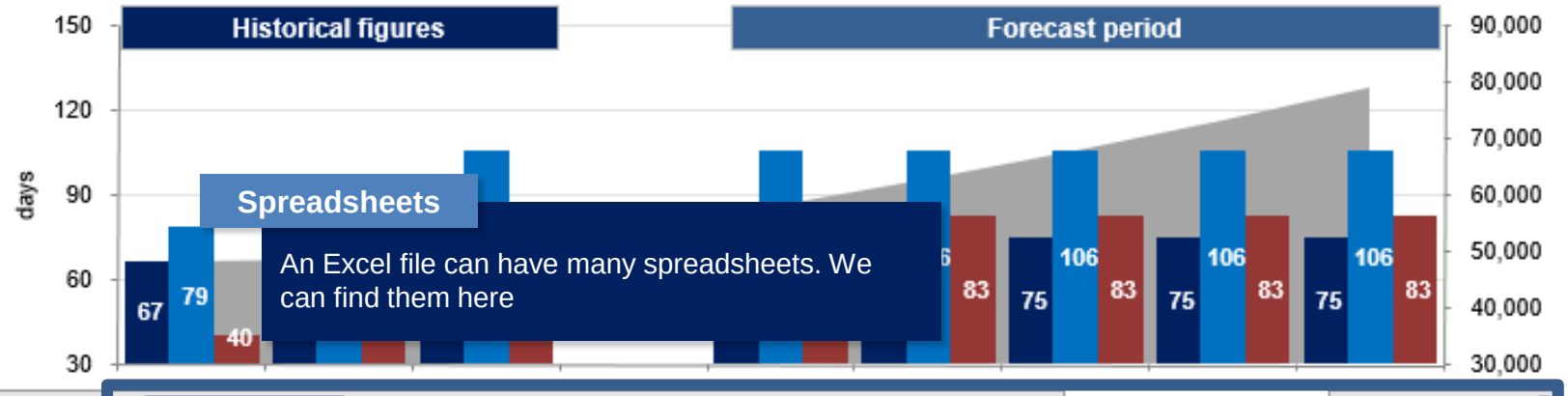
DSO	67	74	75	75	75	75	75	75
DIO	79	87	106	106	106	106	106	106
DPO	40	63	83	83	83	83	83	83

FY11-FY18: Working capital development



Working with spreadsheets

365 Careers

$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
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DSO	67	74	75	75	75	75	75	75
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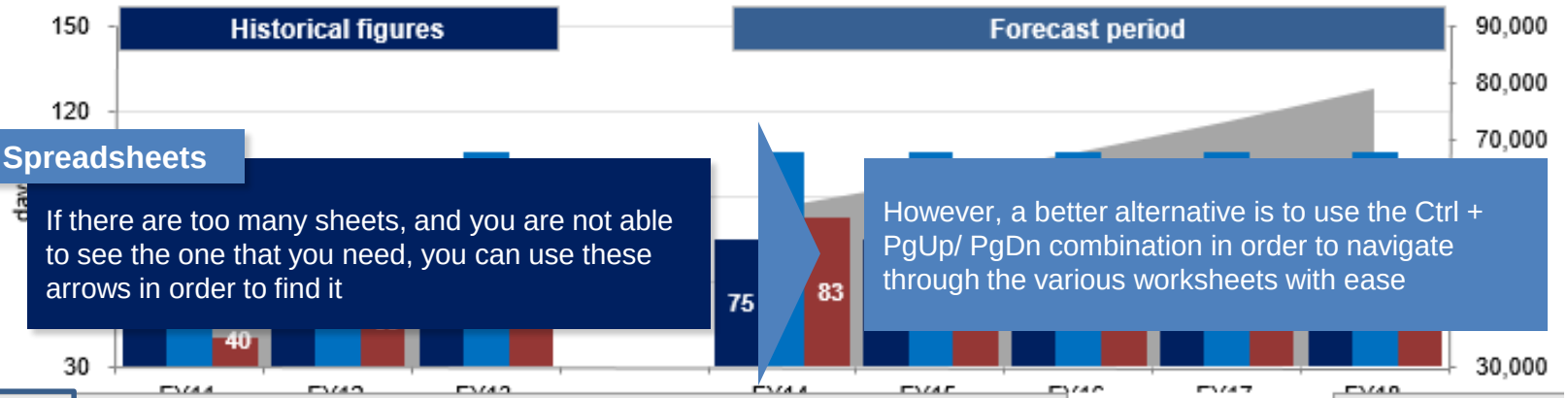
FY11-FY18: Working capital development



Spreadsheets

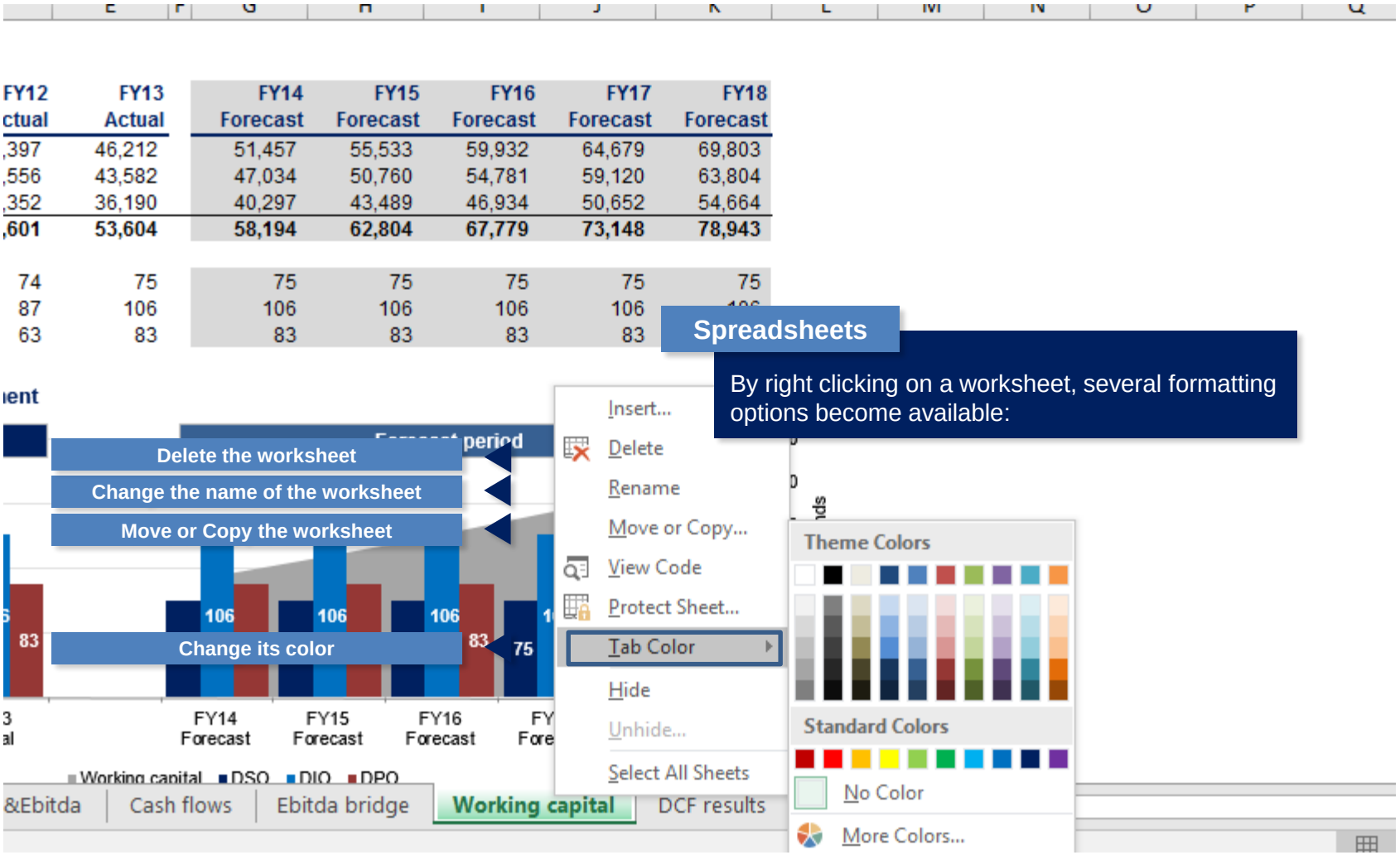
If there are too many sheets, and you are not able to see the one that you need, you can use these arrows in order to find it

However, a better alternative is to use the Ctrl + PgUp/ PgDn combination in order to navigate through the various worksheets with ease

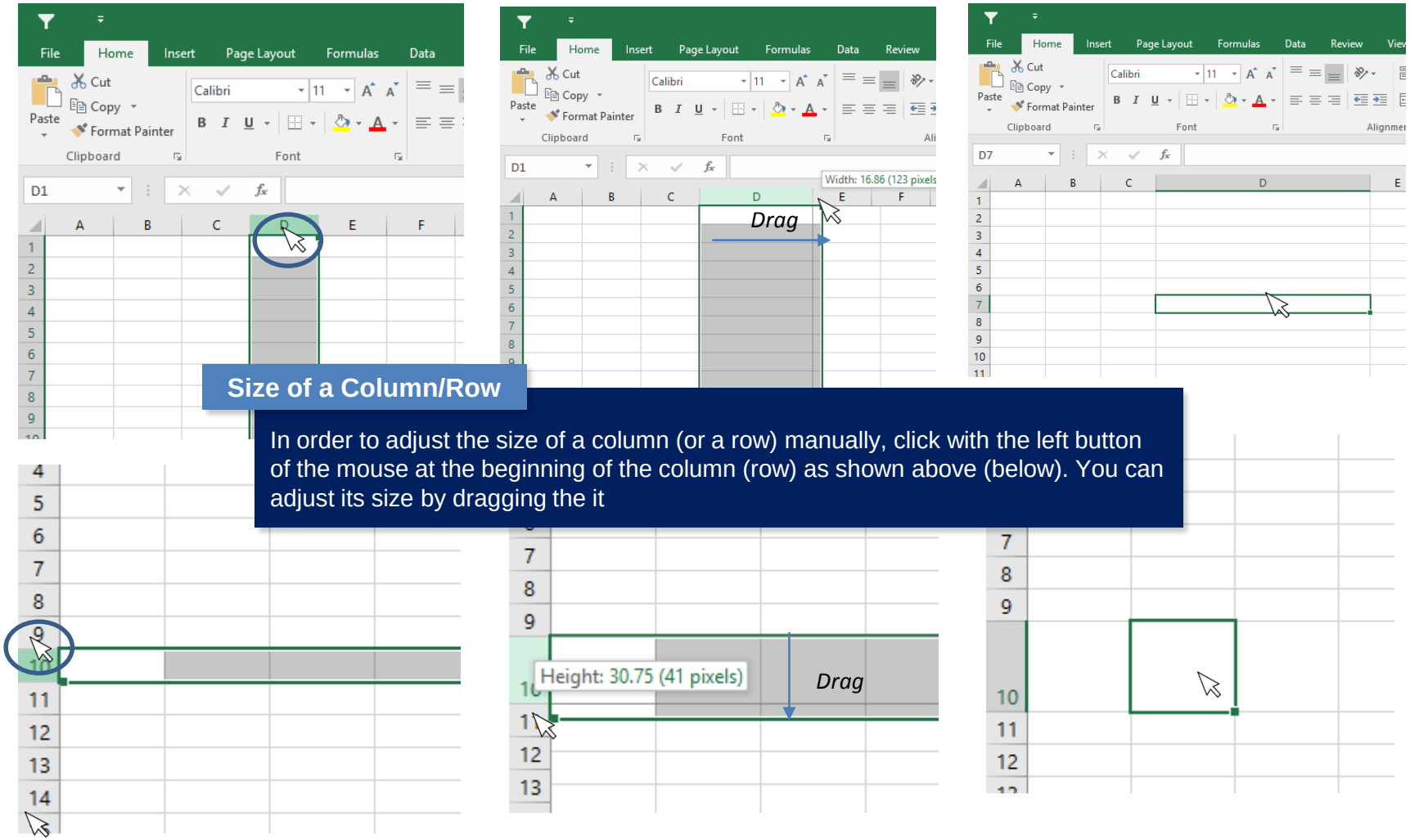
... | 3.Charts --> | Revenues&Ebitda | Cash flows | Ebitda bridge | Working capital | DCF results

Ready

Working with spreadsheets



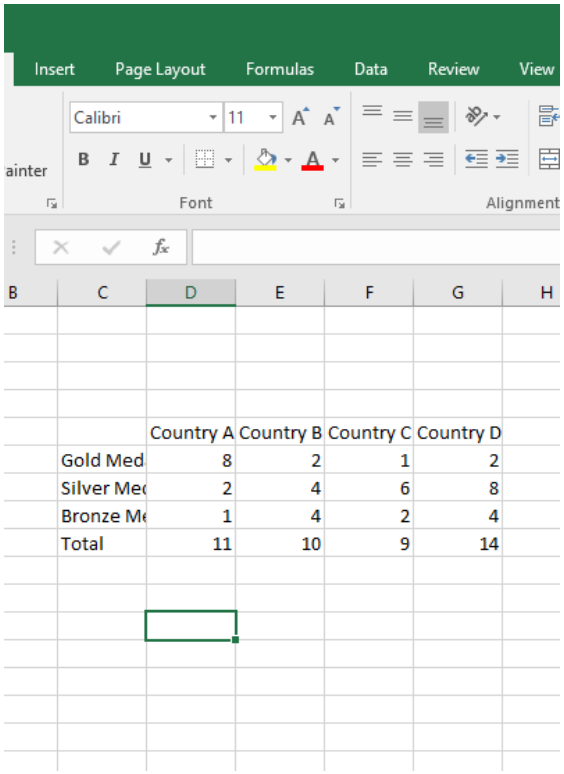
Adjusting the size of a column/row manually



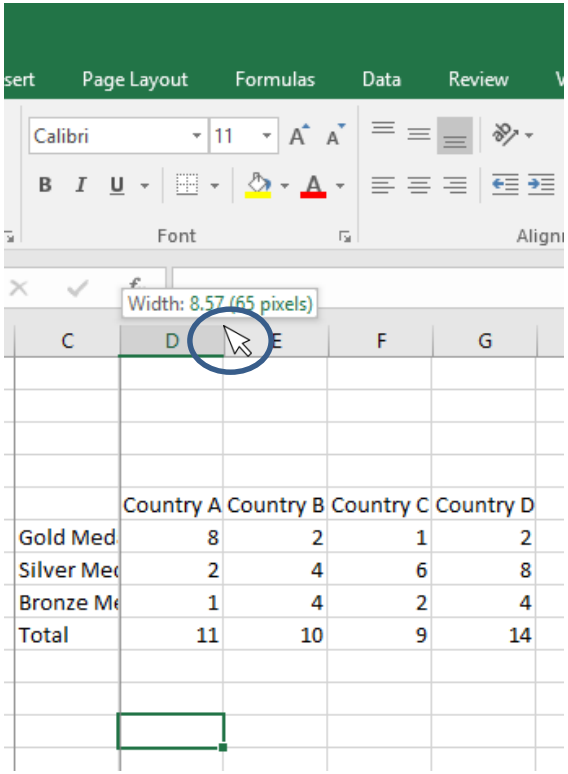
Size of a Column/Row

In order to adjust the size of a column (or a row) manually, click with the left button of the mouse at the beginning of the column (row) as shown above (below). You can adjust its size by dragging the it

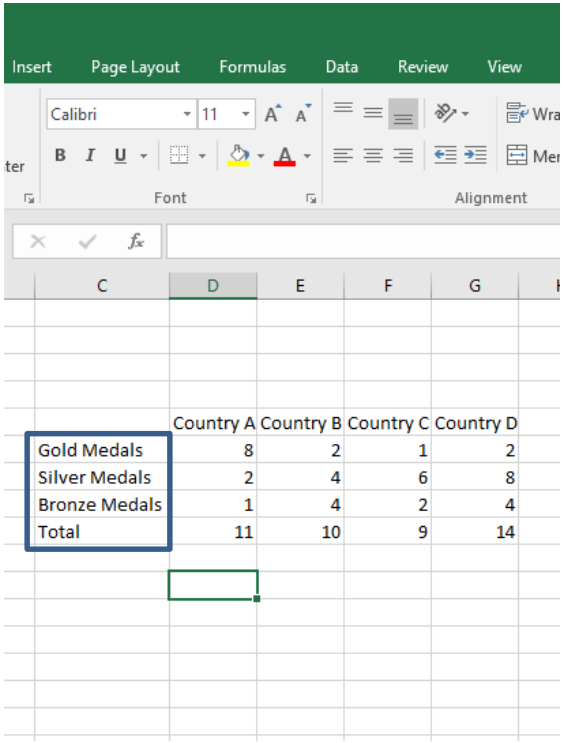
Adjusting the size of a column automatically



If the content of some of the cells within a column does not fit its size (as shown above), you can do the following:



Double-click with the left mouse button and adjust the column's size



The column would automatically fit the cells' size

Selecting a row/column with the keyboard

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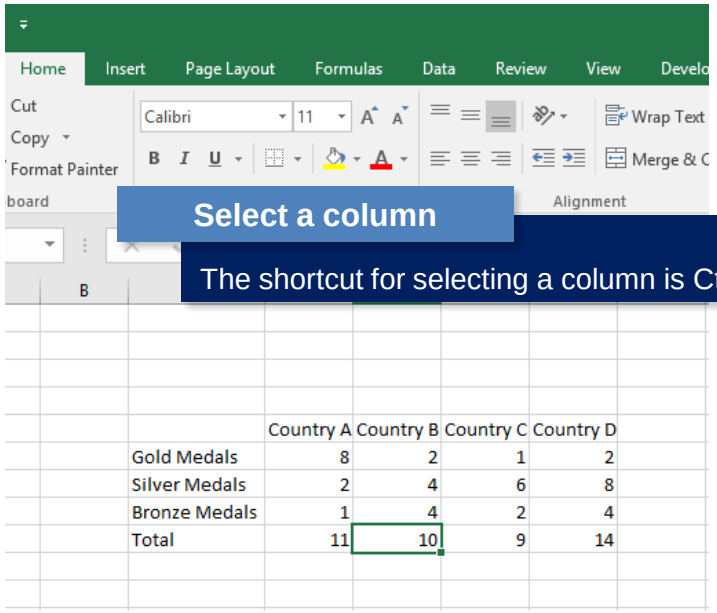
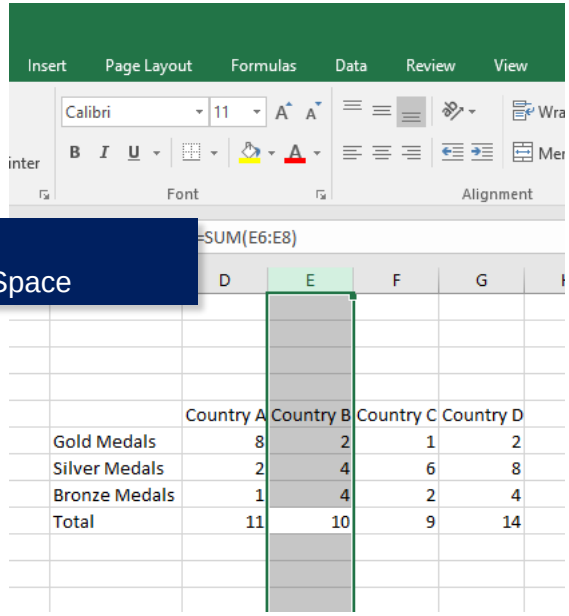


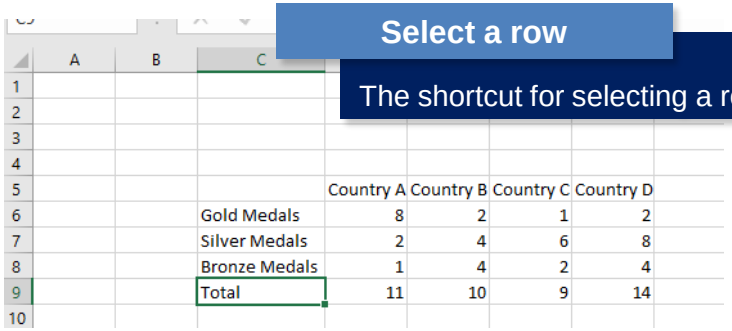
Select a column

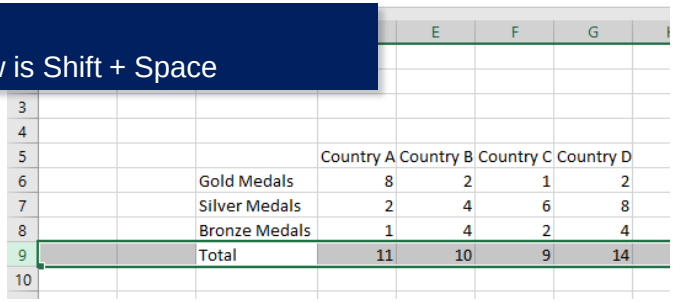
The shortcut for selecting a column is Ctrl + Space



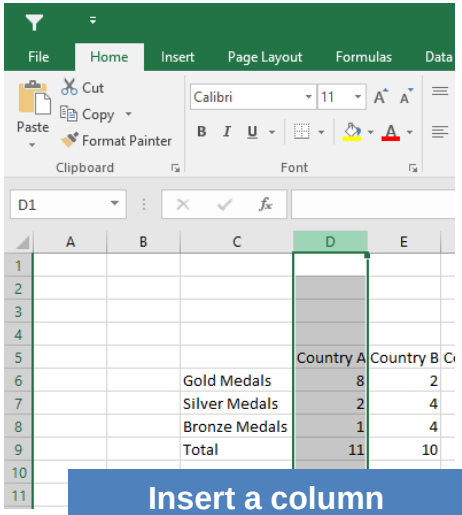
Select a row

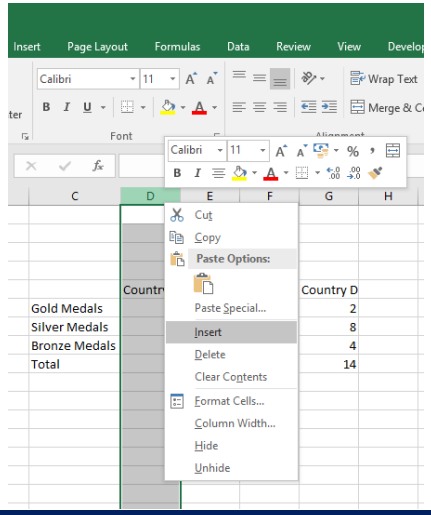
The shortcut for selecting a row is Shift + Space

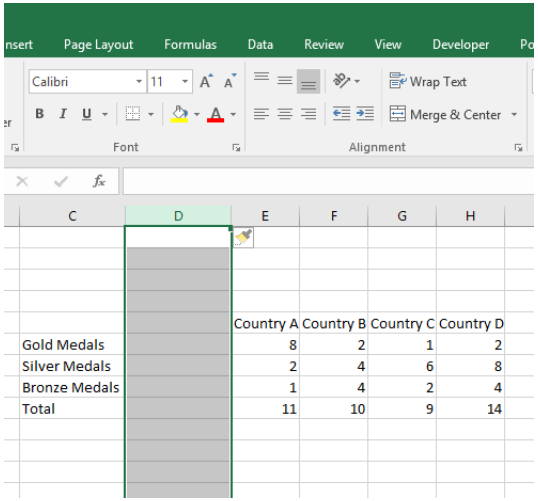




Inserting a row/column

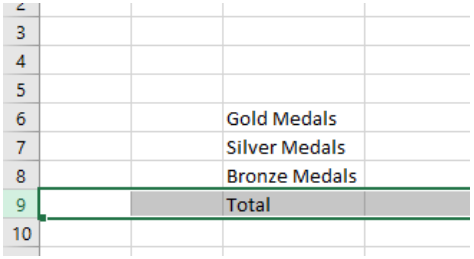


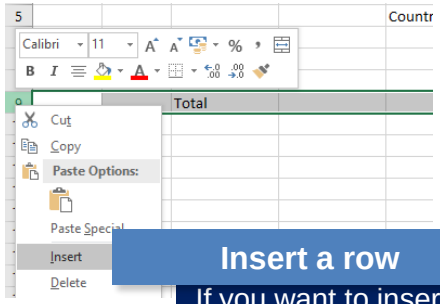


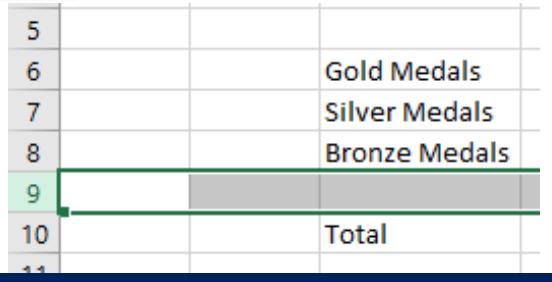


Insert a column

If you want to insert an empty column in a sheet, select the column before which you would like to insert a new column, right-click with the mouse and choose “Insert”, or just use “Ctrl ,Shift and +”.







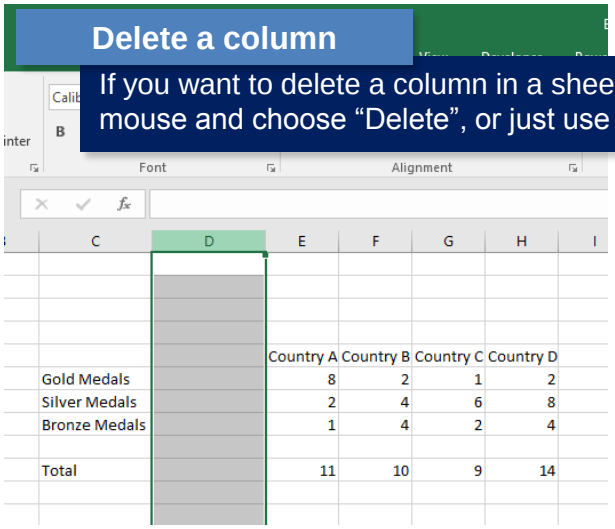
Insert a row

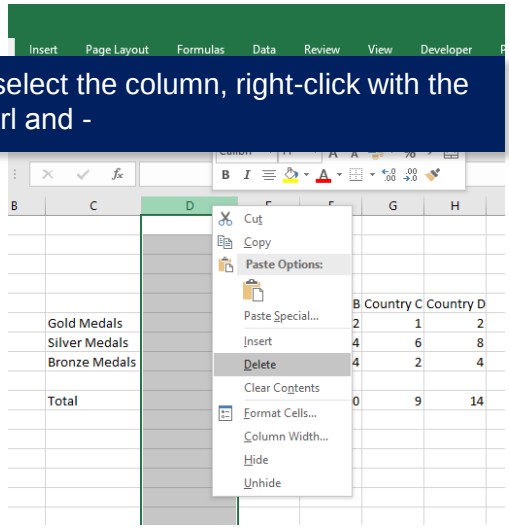
If you want to insert an empty row in a sheet, select the row before which you would like to insert a new row, right-click with the mouse and choose “Insert”, or just use “Ctrl ,Shift and +”.

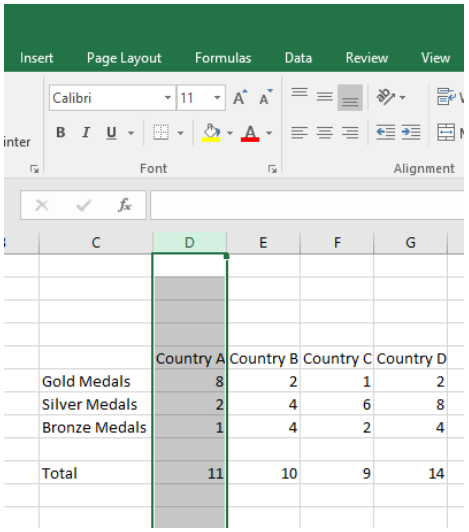
Deleting a row/column

Delete a column

If you want to delete a column in a sheet, select the column, right-click with the mouse and choose “Delete”, or just use Ctrl and -

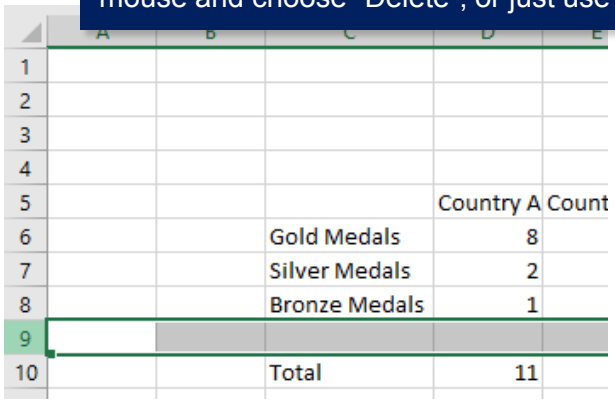


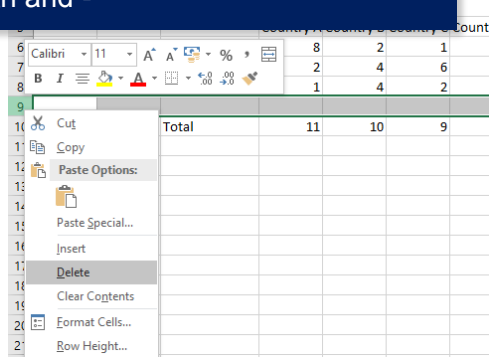


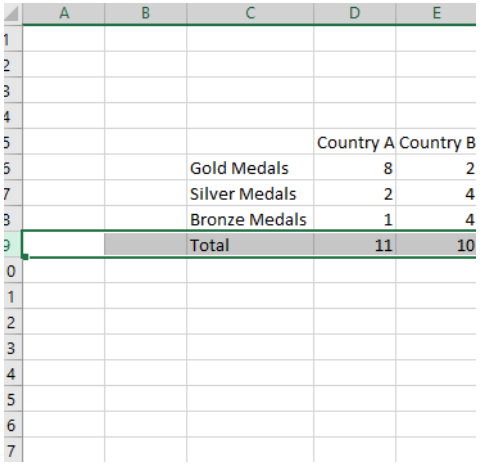


Delete a row

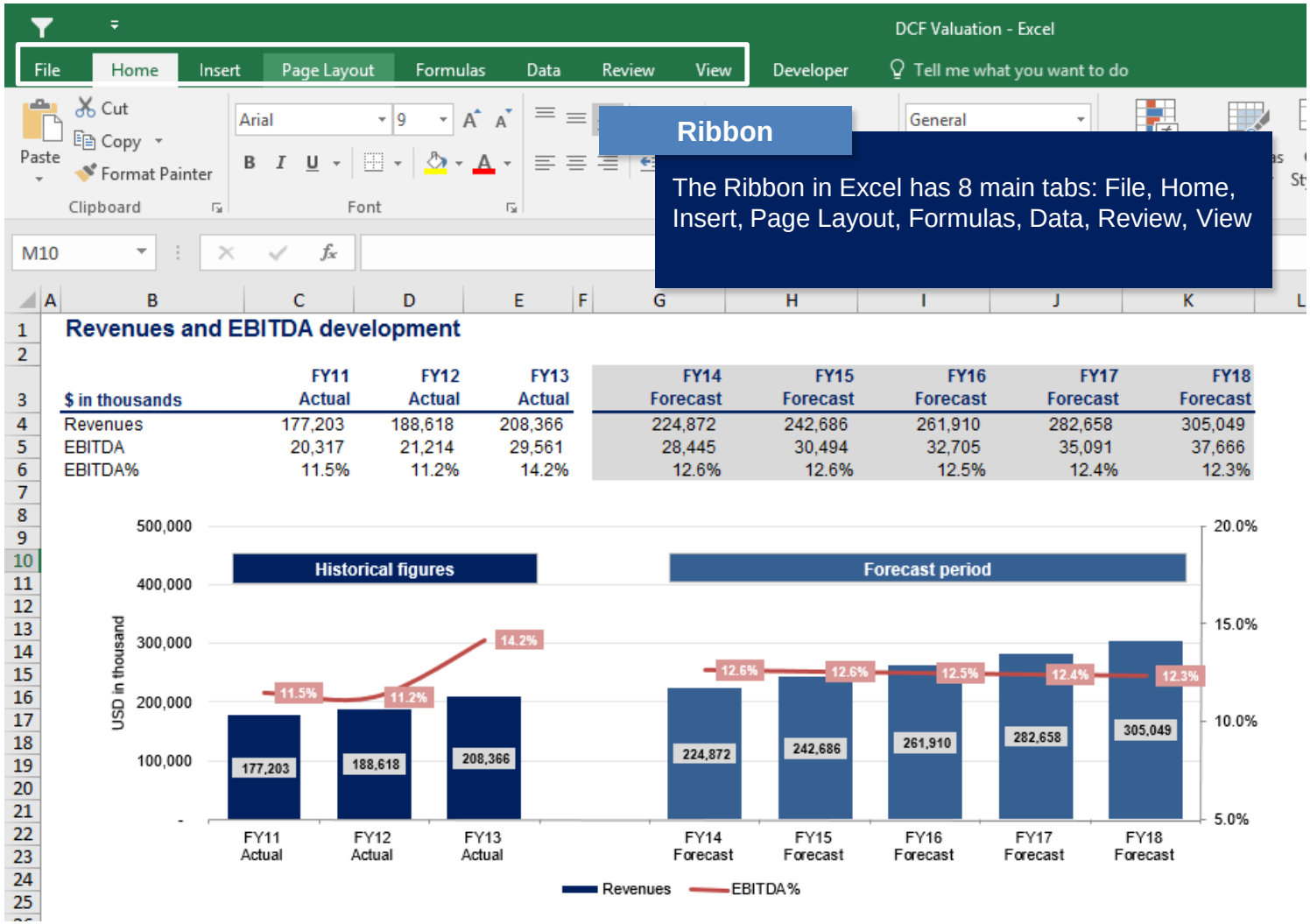
If you want to delete a row in a sheet, select the row, right-click with the mouse and choose “Delete”, or just use Ctrl and -







The Ribbon


DCF Valuation - Excel
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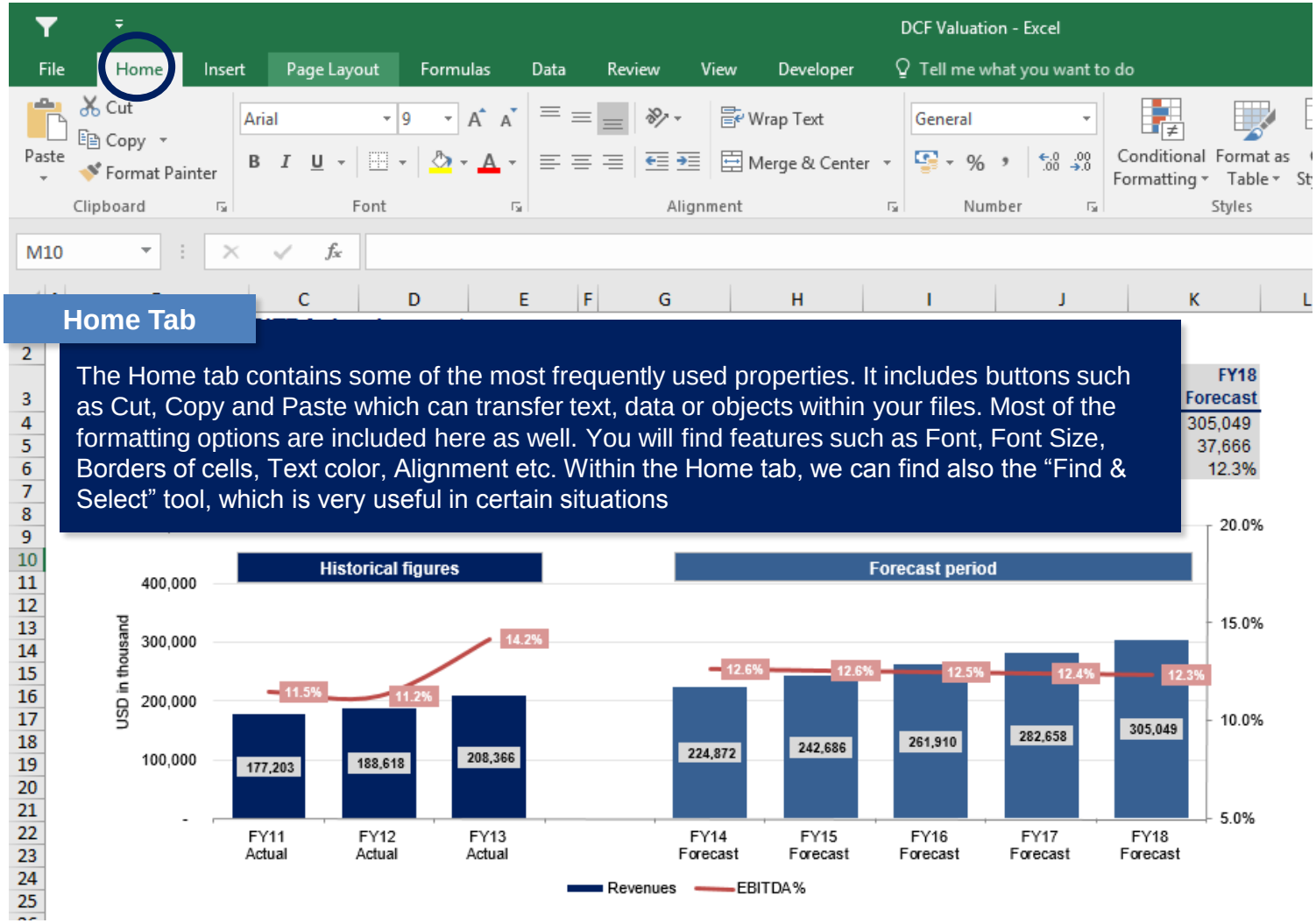
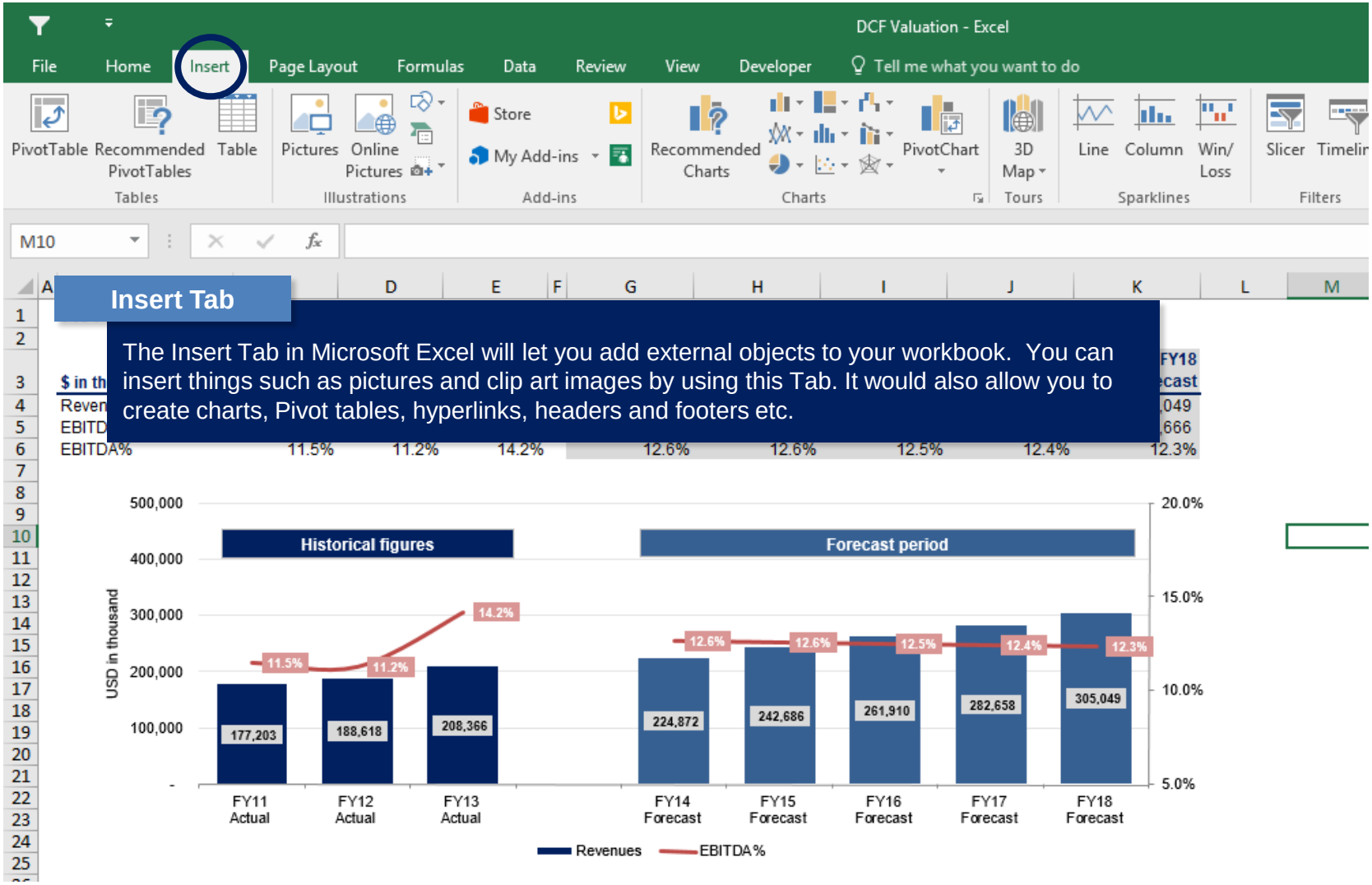
Ribbon
The Ribbon in Excel has 8 main tabs: File, Home, Insert, Page Layout, Formulas, Data, Review, View
M10
Revenues and EBITDA development
$ in thousands
FY11 Actual
FY12 Actual
FY13 Actual
FY14 Forecast
FY15 Forecast
FY16 Forecast
FY17 Forecast
FY18 Forecast
Revenues 177,203 188,618 208,366 224,872 242,686 261,910 282,658 305,049
EBITDA 20,317 21,214 29,561 28,445 30,494 32,705 35,091 37,666
EBITDA% 11.5% 11.2% 14.2% 12.6% 12.6% 12.5% 12.4% 12.3%
Historical figures
Forecast period
USD in thousand
500,000
400,000
300,000
200,000
100,000
-
20.0%
15.0%
10.0%
5.0%
177,203
188,618
208,366
224,872
242,686
261,910
282,658
305,049
11.5%
11.2%
14.2%
12.6%
12.6%
12.5%
12.4%
12.3%
FY11 Actual
FY12 Actual
FY13 Actual
FY14 Forecast
FY15 Forecast
FY16 Forecast
FY17 Forecast
FY18 Forecast
Revenues
EBITDA%

Explore the Ribbon Tabs: Home



Explore the Ribbon Tabs: Insert



Explore the Ribbon Tabs: Page Layout

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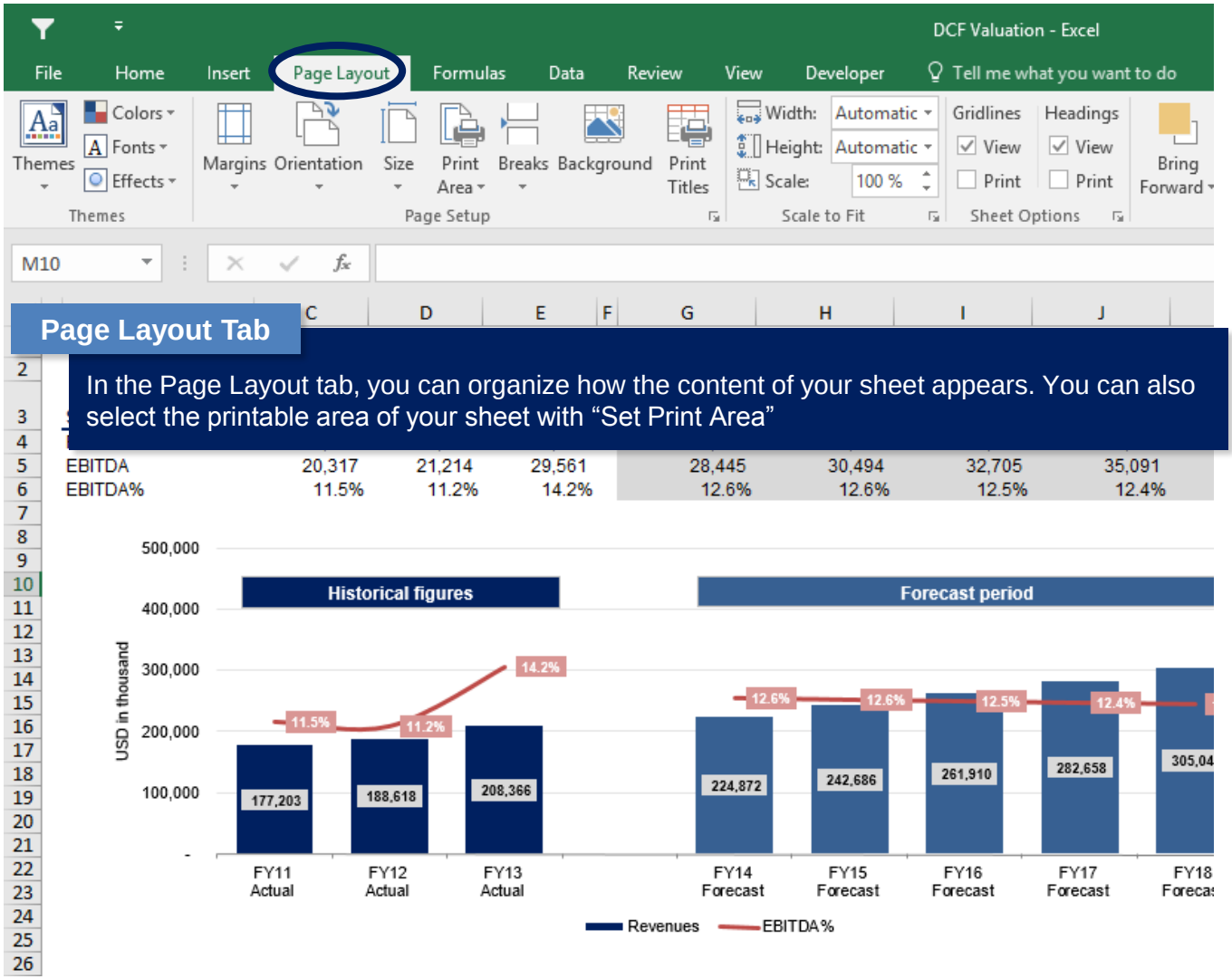
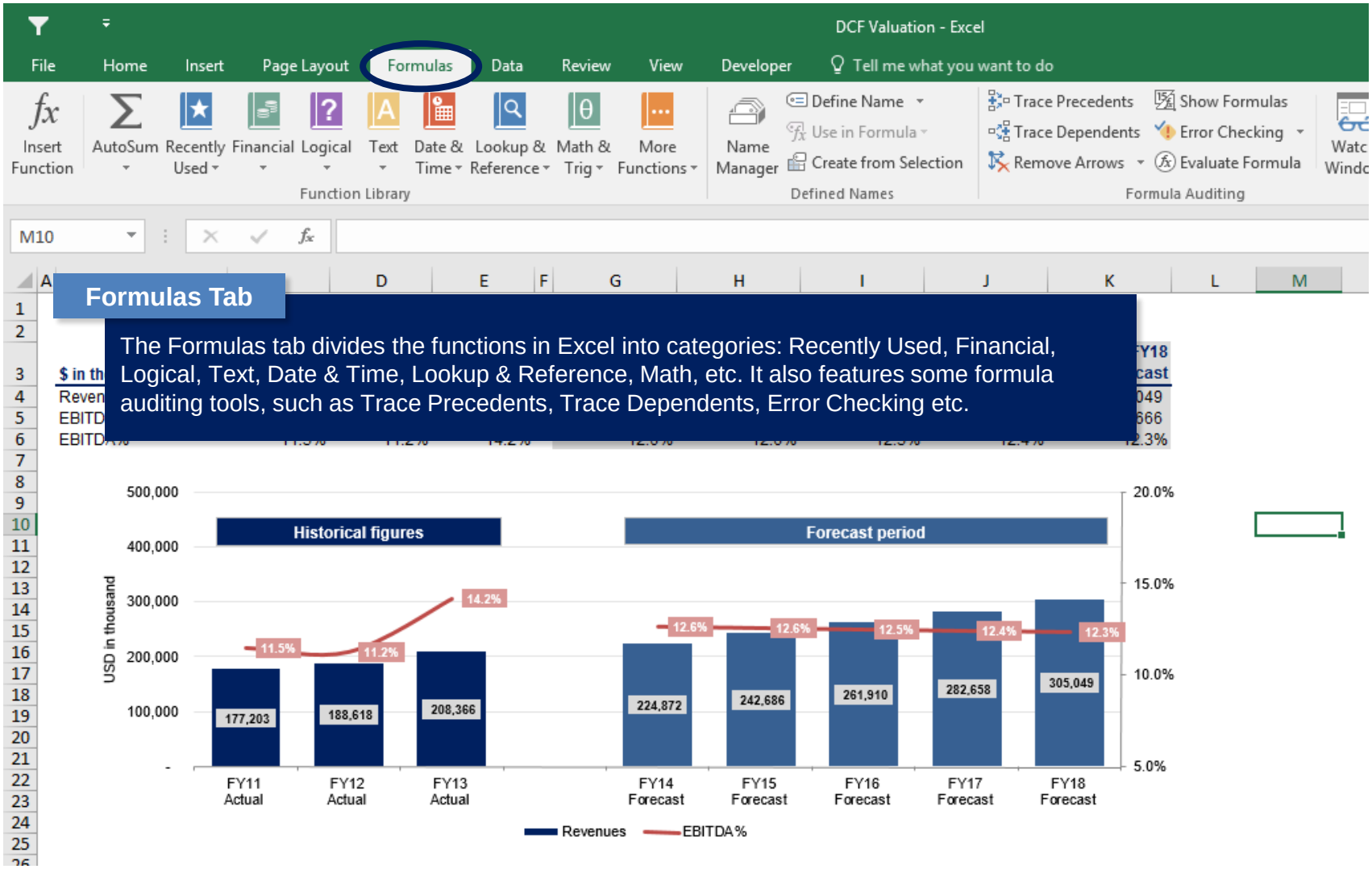
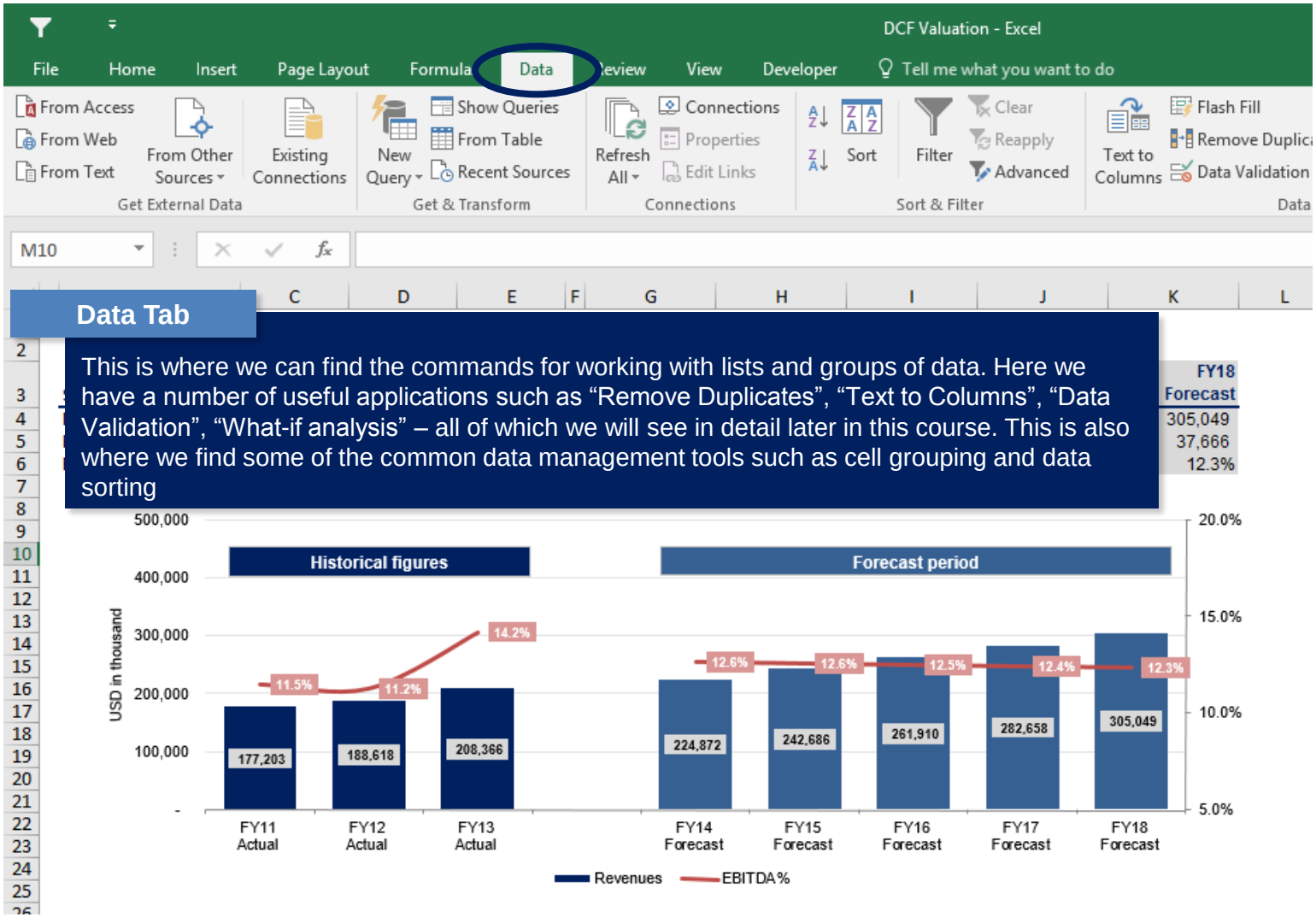


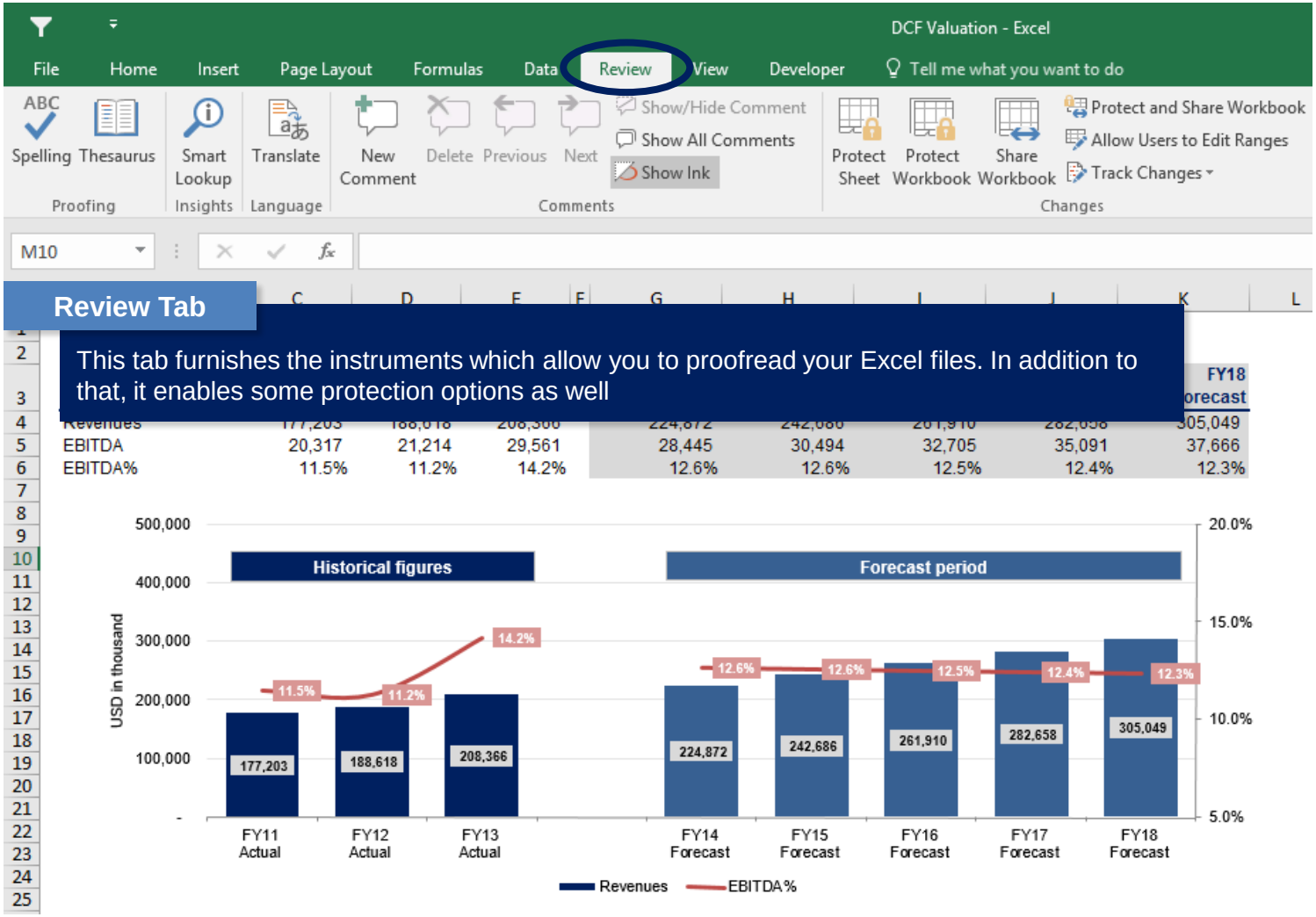
Explore the Ribbon Tabs: Formulas



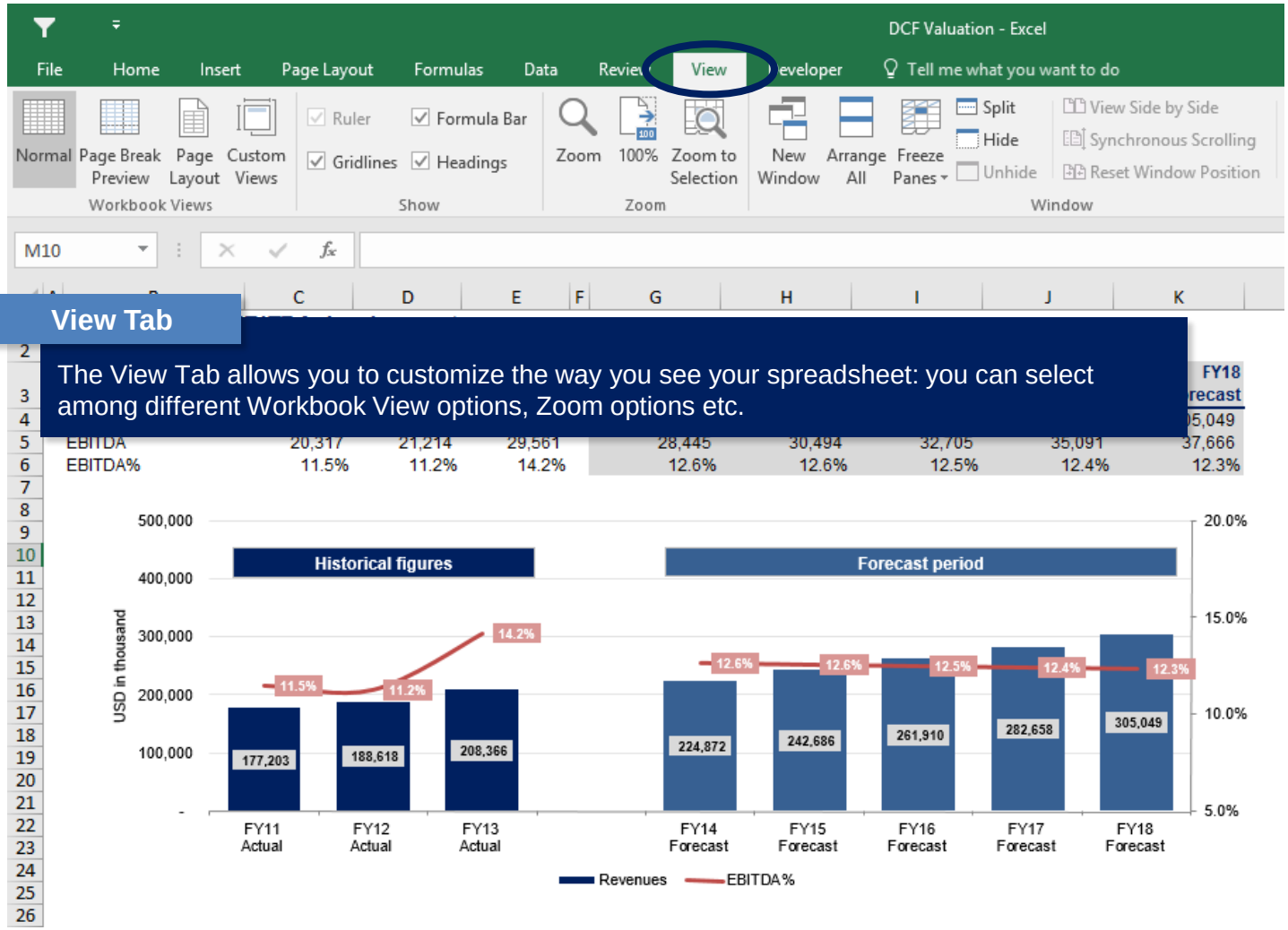
Explore the Ribbon Tabs: Data



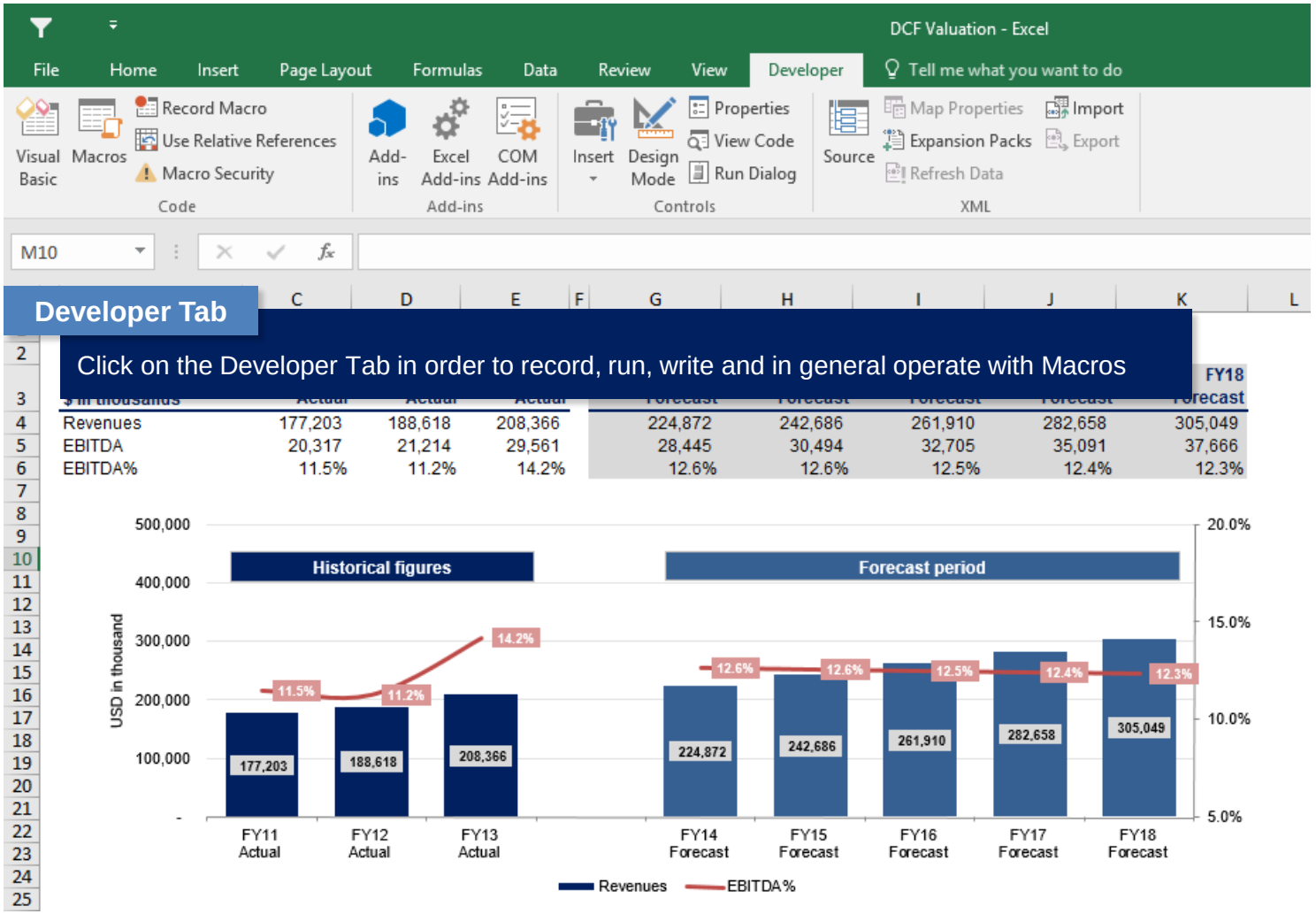
Explore the Ribbon Tabs: Review



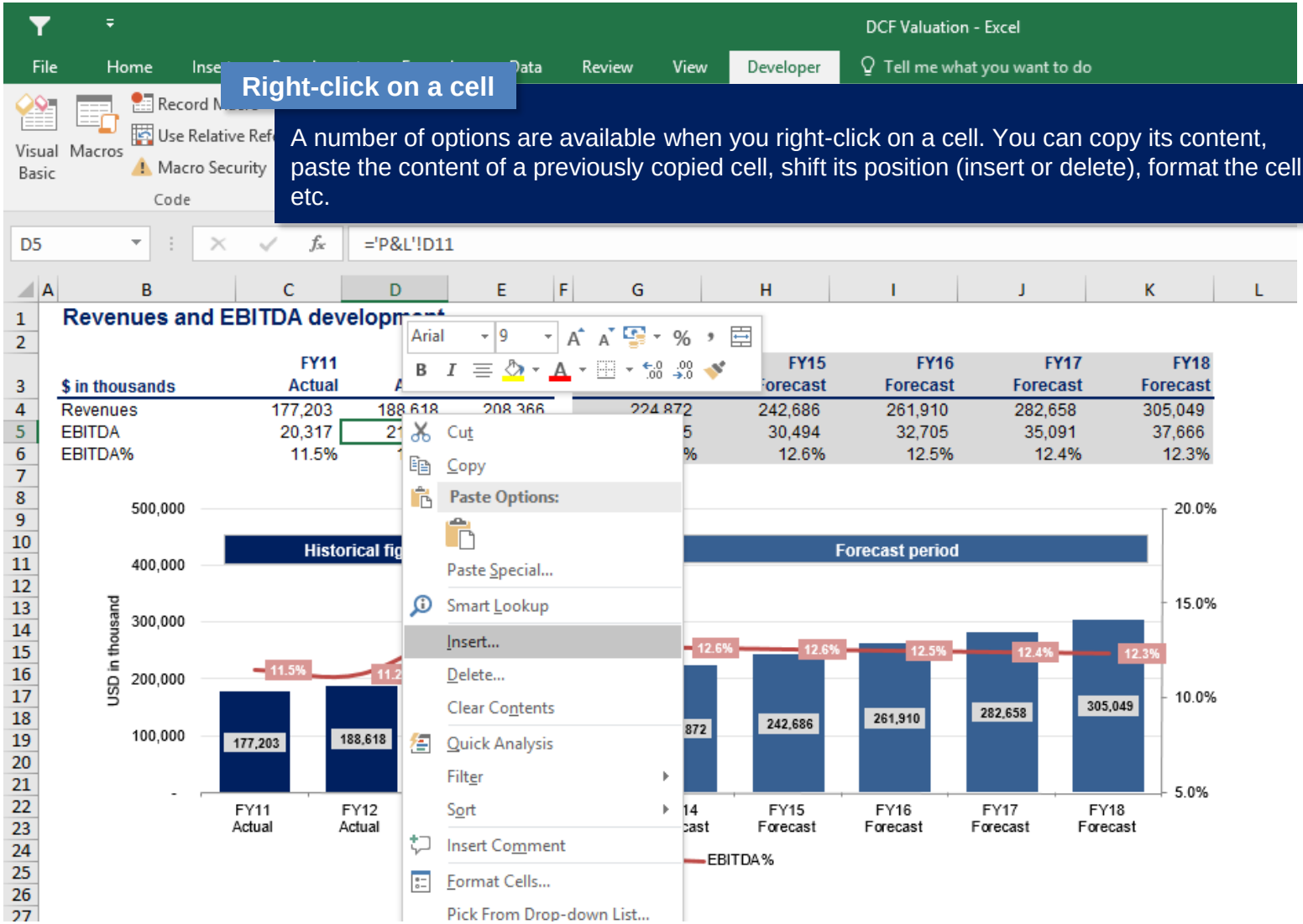
Explore the Ribbon Tabs: View



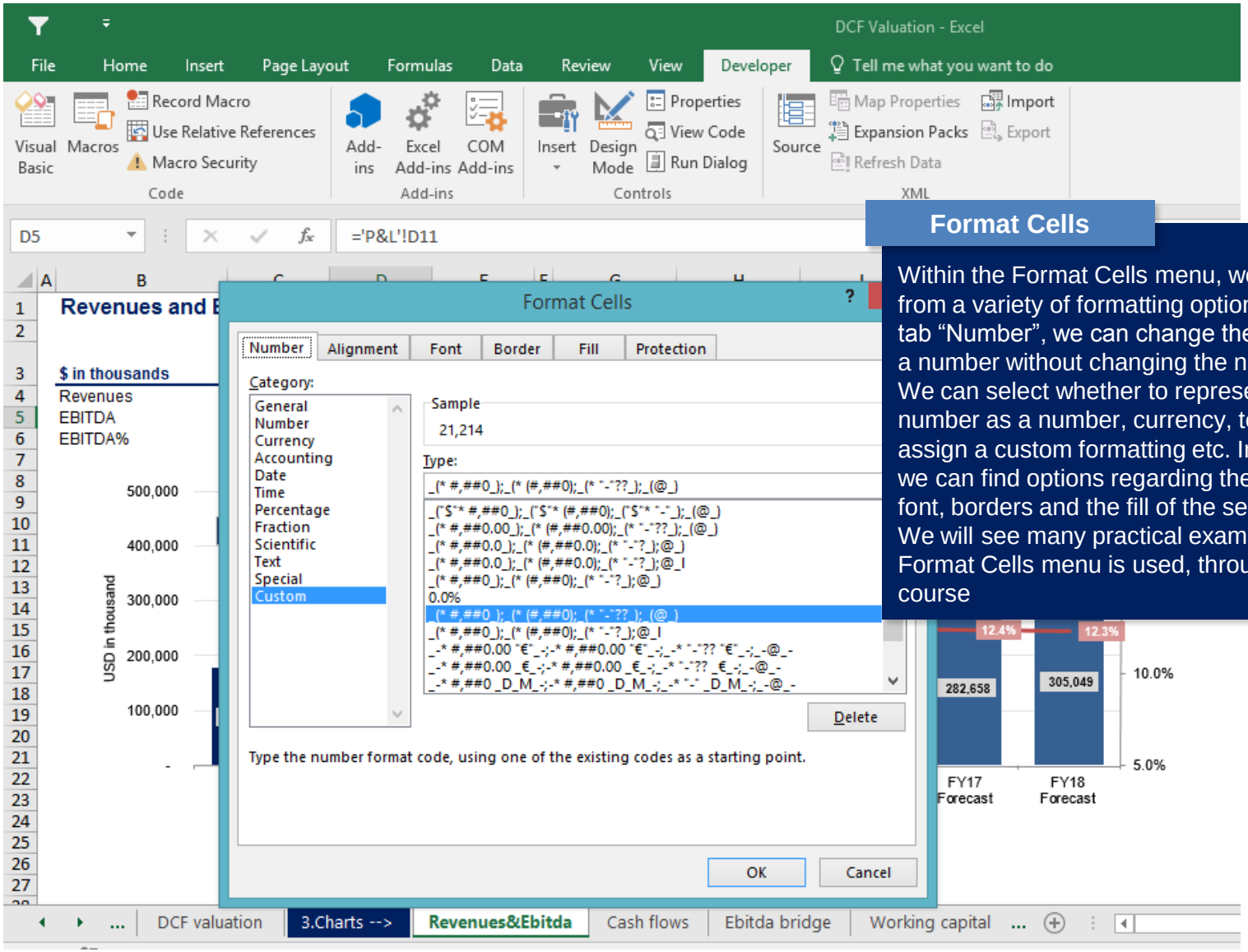
Explore the Ribbon Tabs: Developer



Right-click on a cell



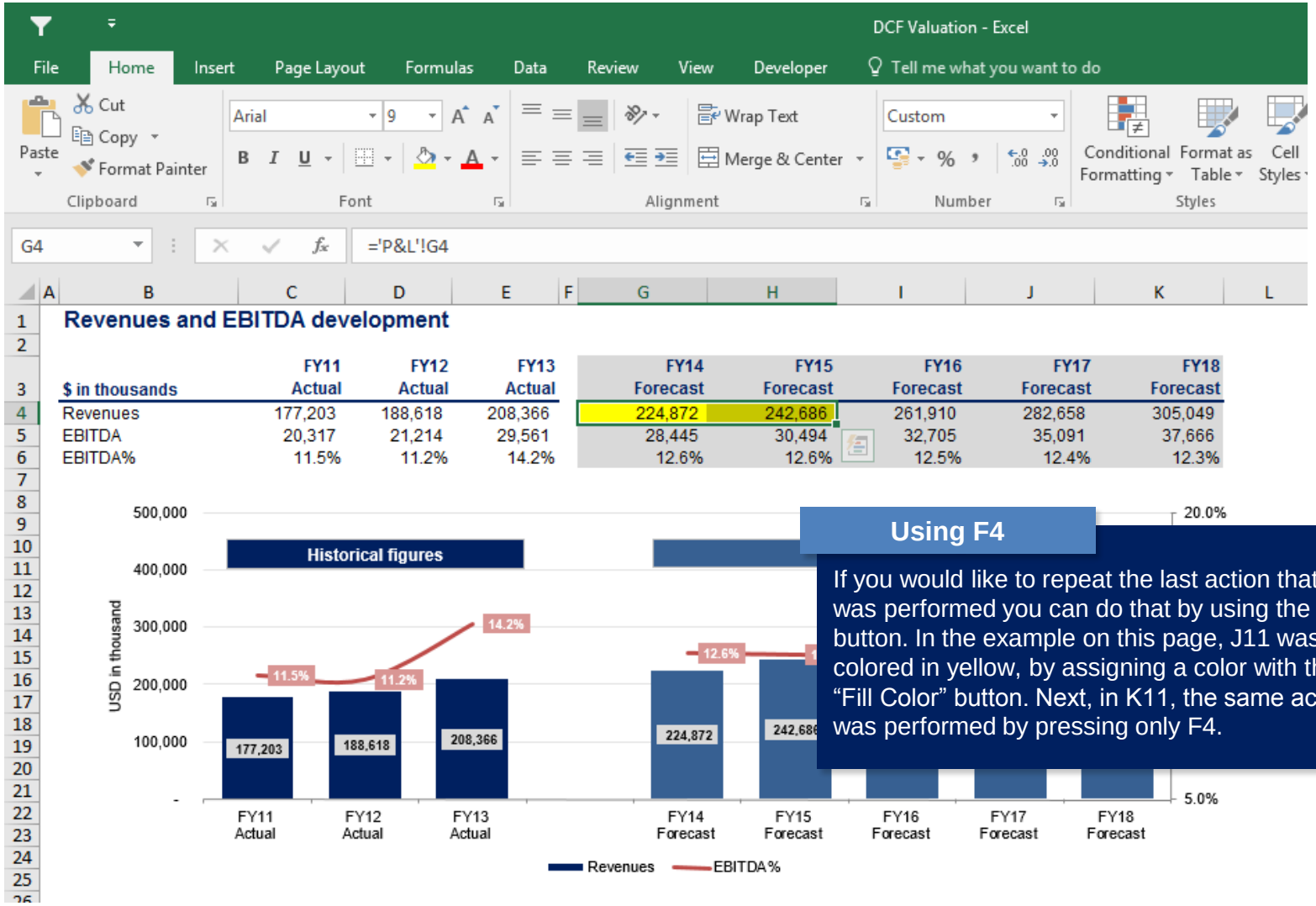
Format Cells



Format Cells

Within the Format Cells menu, we can select from a variety of formatting options. In the first tab “Number”, we can change the appearance of a number without changing the number itself. We can select whether to represent a certain number as a number, currency, text, date, assign a custom formatting etc. In the other tabs we can find options regarding the alignment, font, borders and the fill of the selected cell/cells. We will see many practical examples of how the Format Cells menu is used, throughout the course

Repeat the last action (F4)



Using F4

If you would like to repeat the last action that was performed you can do that by using the F4 button. In the example on this page, J11 was colored in yellow, by assigning a color with the “Fill Color” button. Next, in K11, the same action was performed by pressing only F4.

Editing a cell's content

365 Careers

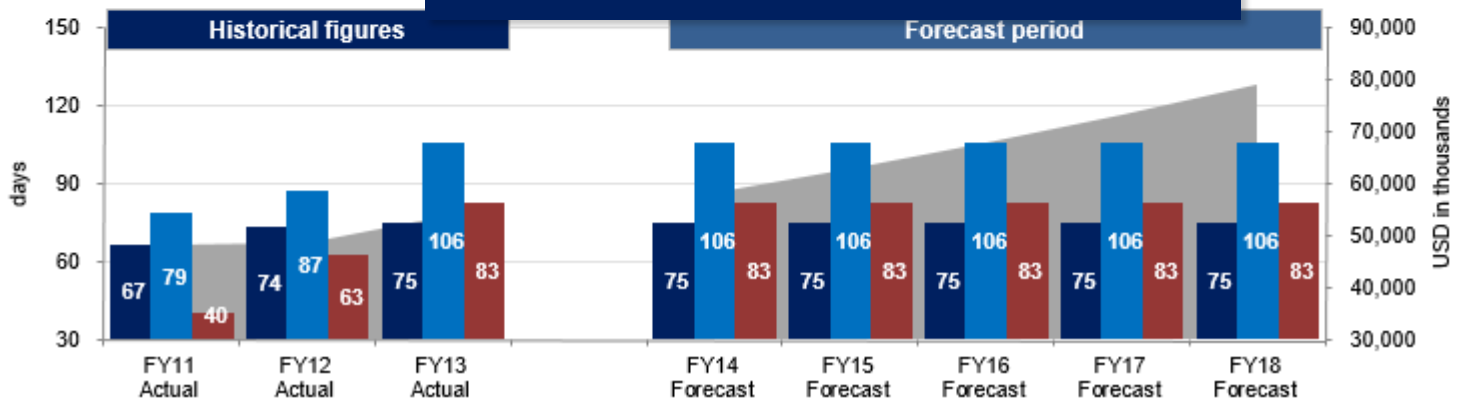
Working capital

$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
Working capital	**48,160**	**48,601**	=E4+E5-E6	**58,194**	**62,804**	**67,779**	**73,148**	**78,943**
DSO	67				75	75	75	75
DIO	79							106
DPO	40							83

Editing with *F2*

You can edit the content of a cell by selecting it and then clicking *F2*. Performing such an action would allow you to start typing directly in the Formula Bar

FY11-FY18: Working capital develo



Creating an Excel formula

365 Careers

Working capital

$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891				43,489	46,934	50,652	54,664
Working capital	**48,160**						**73,148**	**78,943**

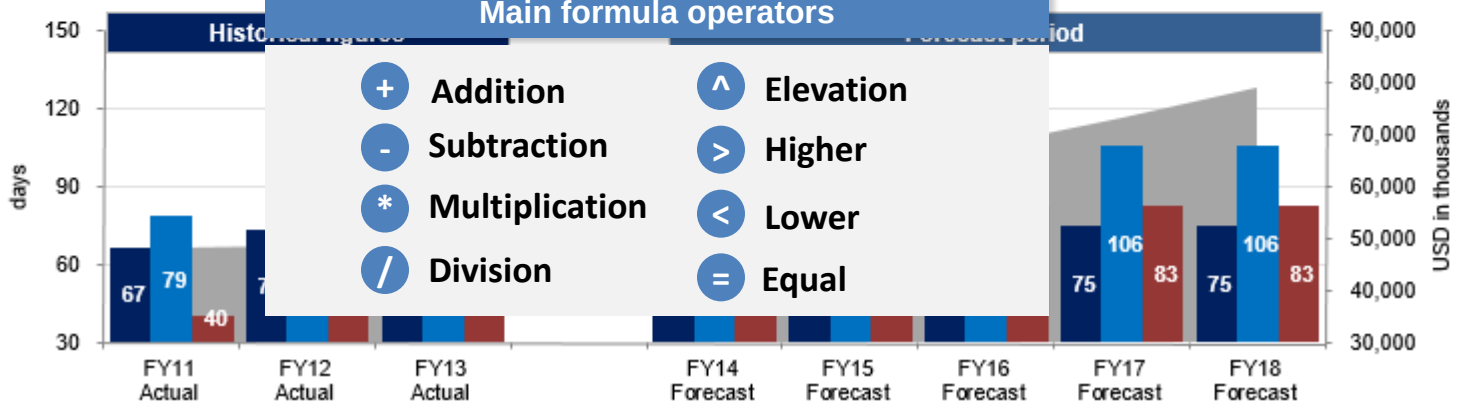
Type equal ("="), select the cells for which you would like to carry out the operations, and introduce the necessary operators (in this example "+")

Create an Excel formula

Type "=" or "+" at the beginning of your formula. By doing this, Excel understands that you would like to create a formula and not just type text

		75	75
		106	106
		83	83

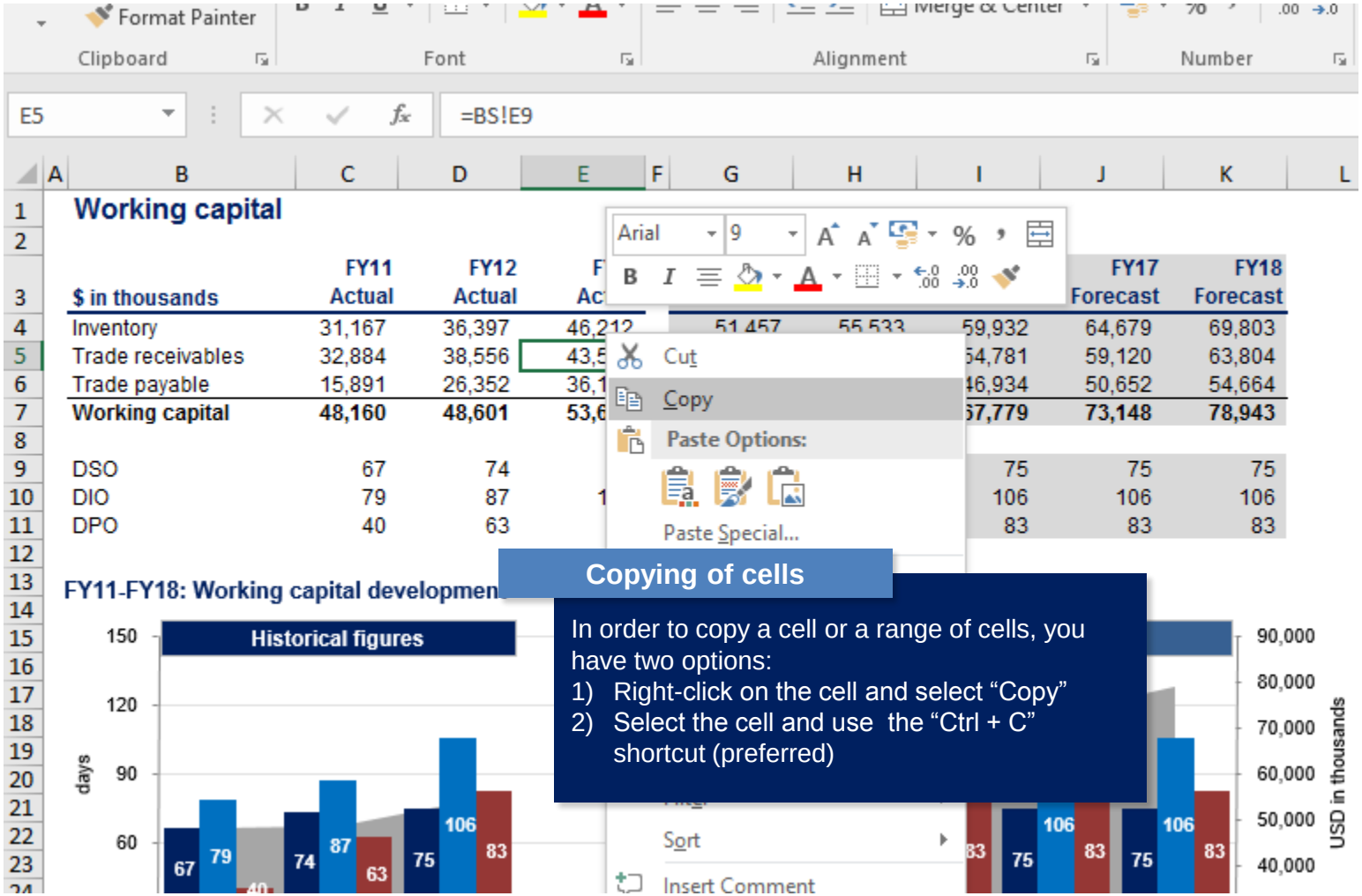
FY11-FY18: Working capital development



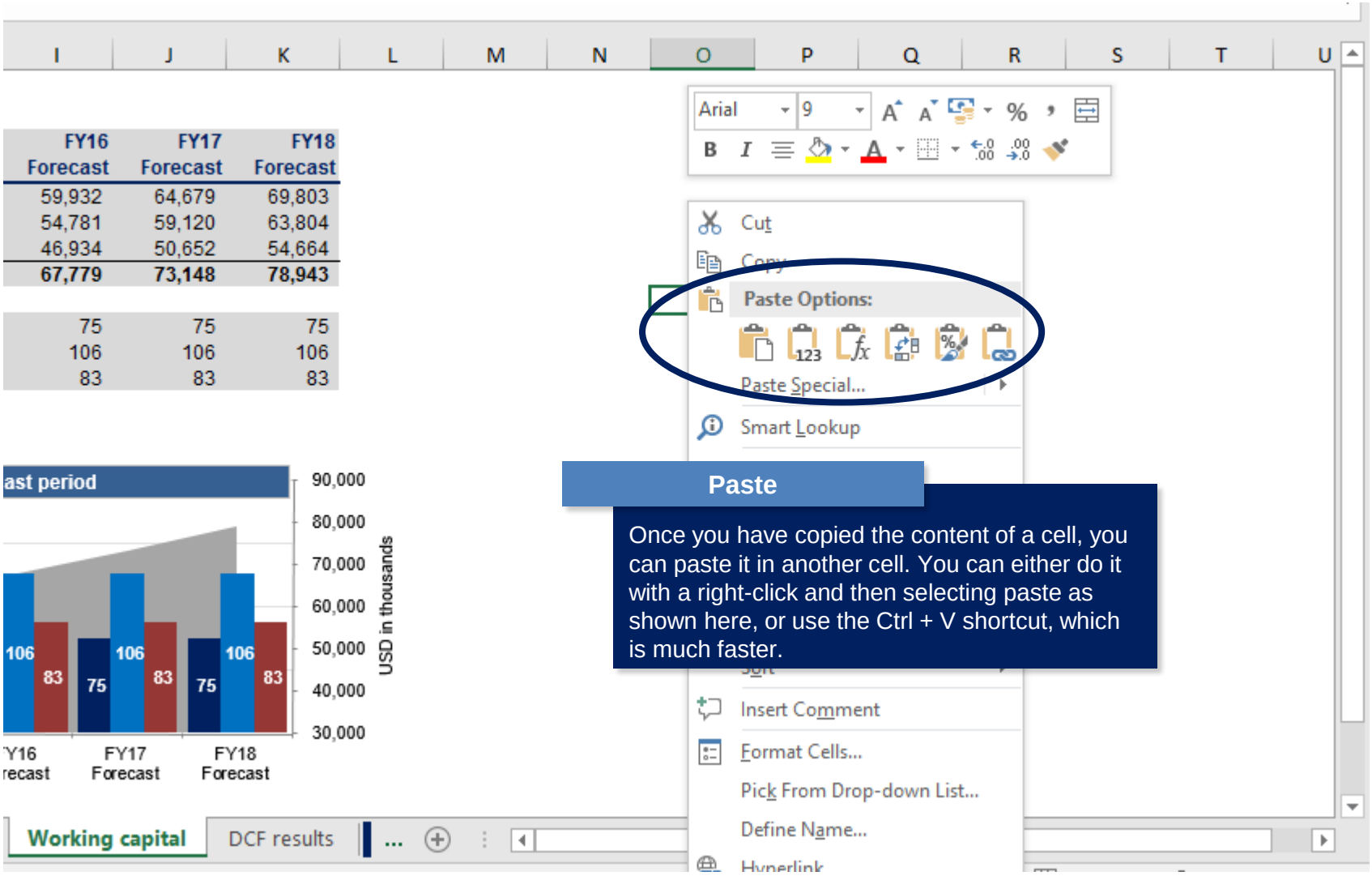
Main formula operators

+	Addition	^	Elevation
-	Subtraction	>	Higher
*	Multiplication	<	Lower
/	Division	=	Equal

Copying of cells



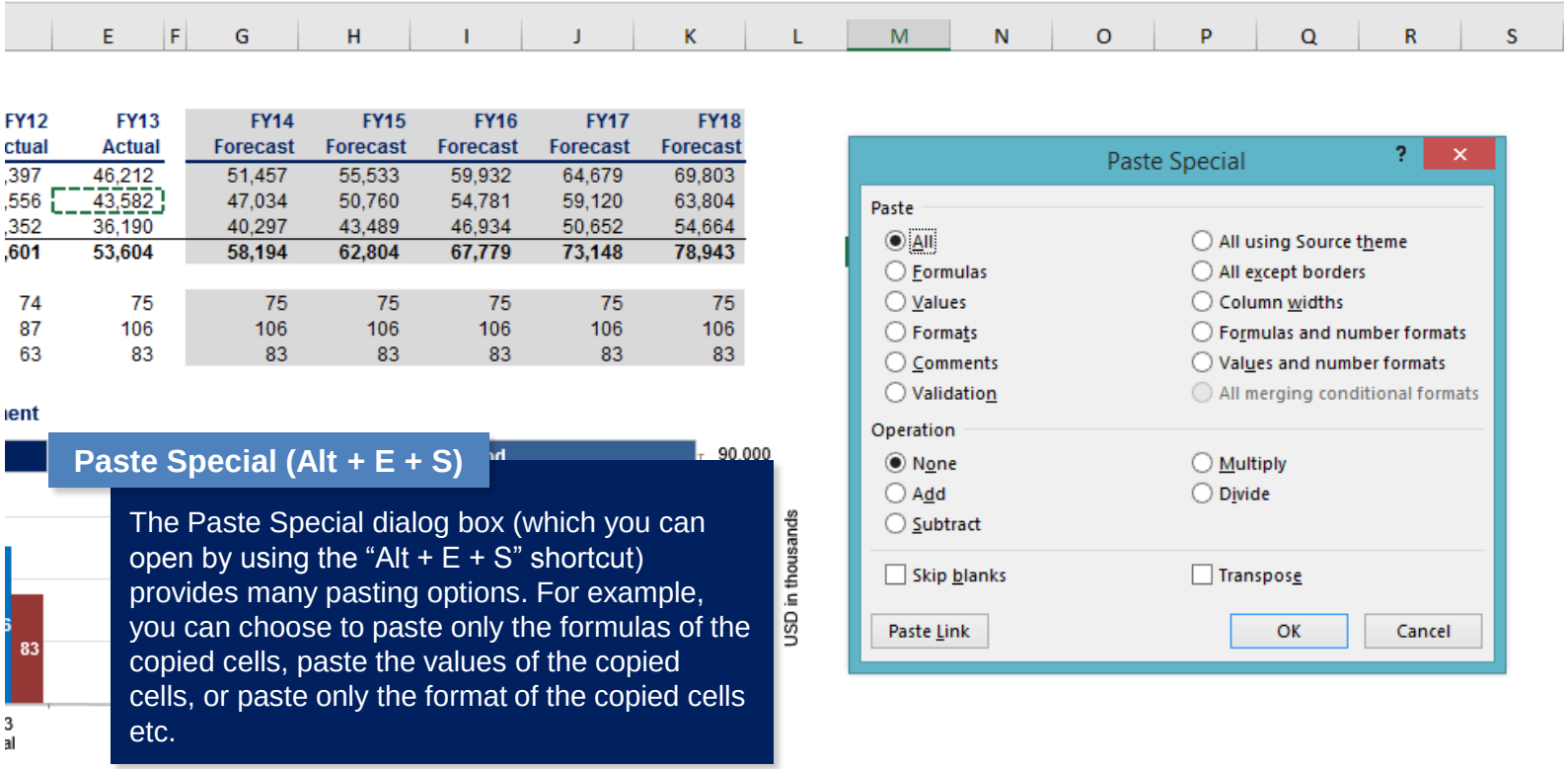
Paste



Paste

Once you have copied the content of a cell, you can paste it in another cell. You can either do it with a right-click and then selecting paste as shown here, or use the Ctrl + V shortcut, which is much faster.

Paste Special

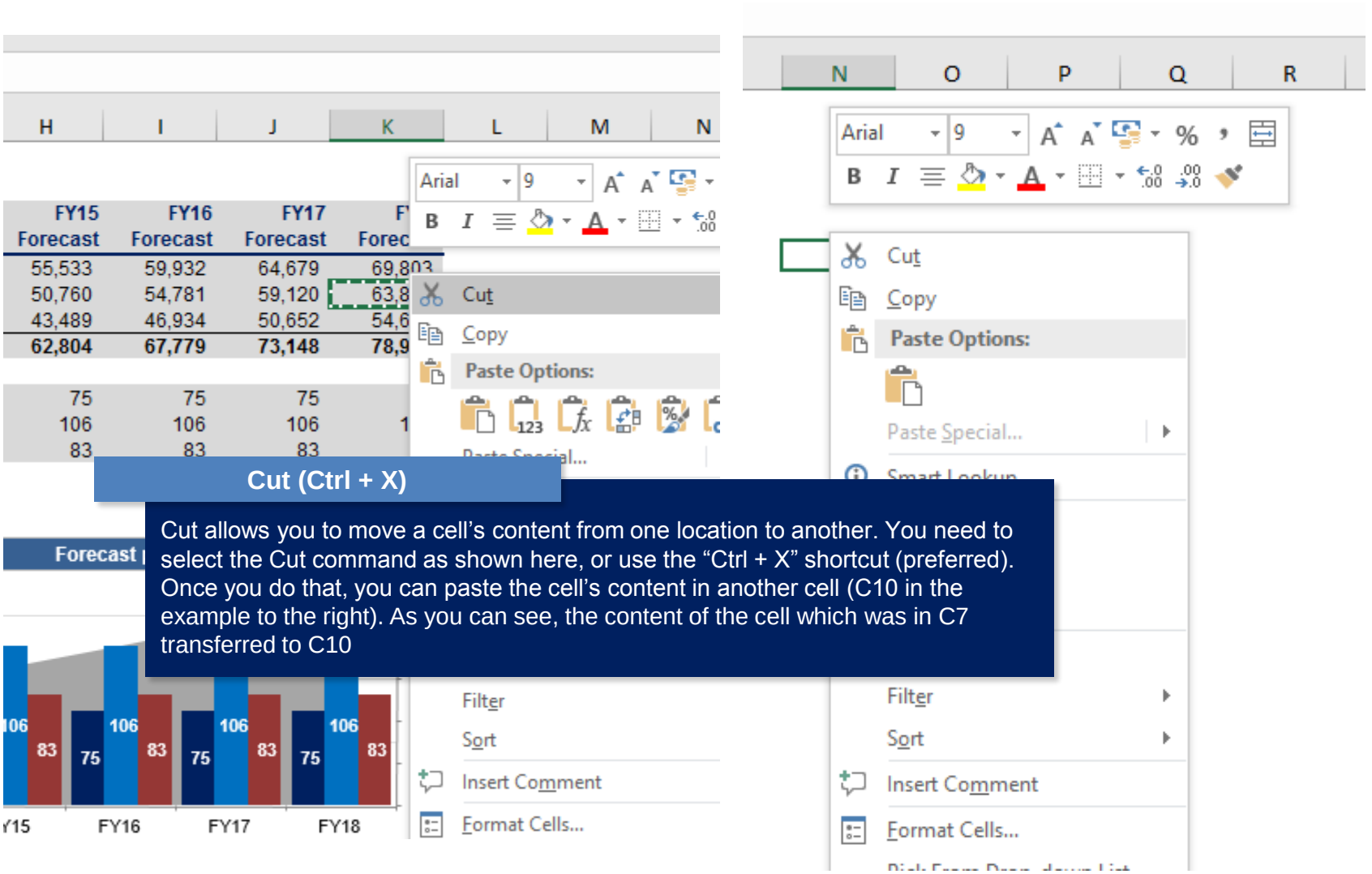


Paste Special (Alt + E + S)

The Paste Special dialog box (which you can open by using the "Alt + E + S" shortcut) provides many pasting options. For example, you can choose to paste only the formulas of the copied cells, paste the values of the copied cells, or paste only the format of the copied cells etc.

Cut

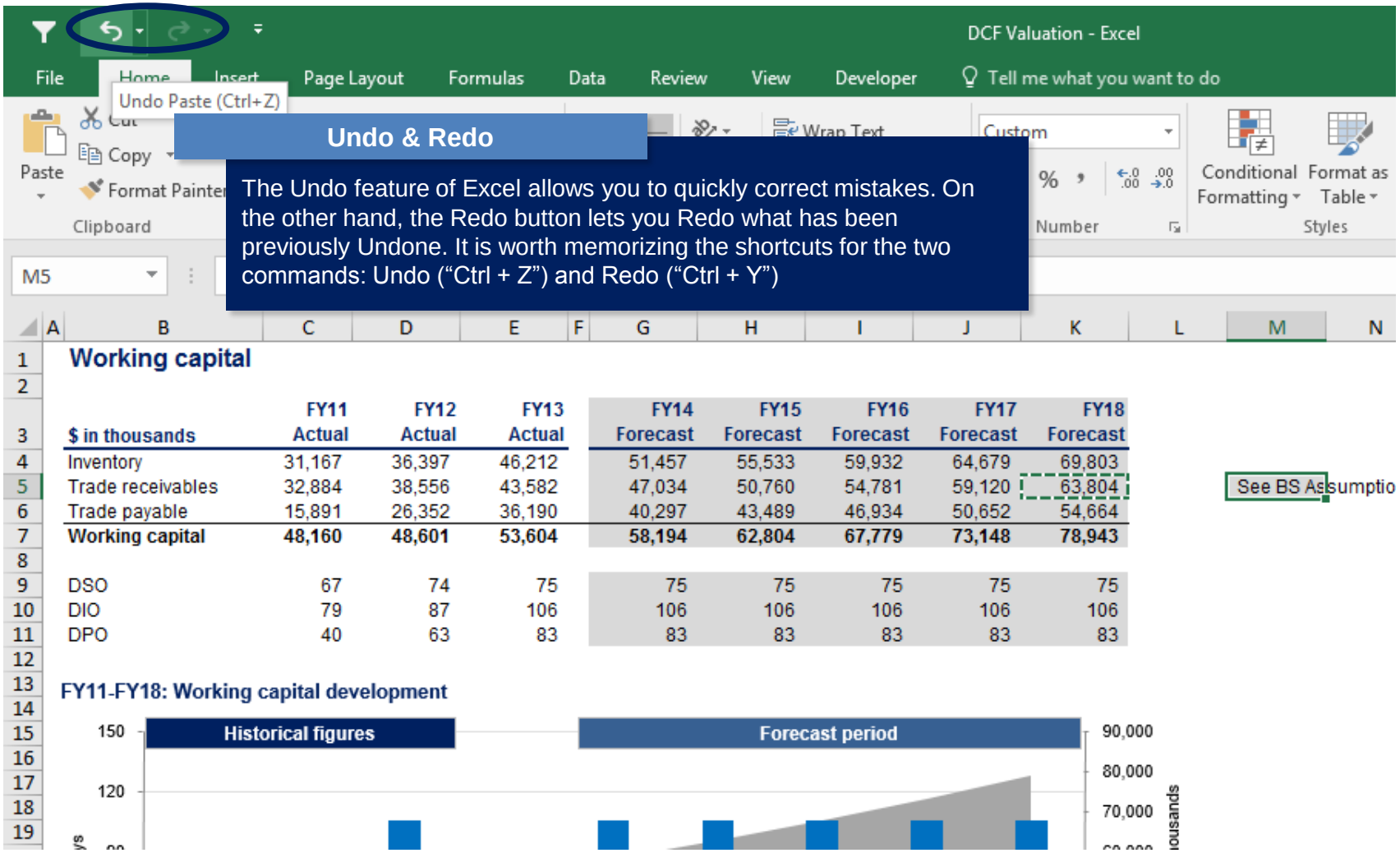
365 Careers



Cut (Ctrl + X)

Cut allows you to move a cell's content from one location to another. You need to select the Cut command as shown here, or use the "Ctrl + X" shortcut (preferred). Once you do that, you can paste the cell's content in another cell (C10 in the example to the right). As you can see, the content of the cell which was in C7 transferred to C10

Undo & Redo


DCF Valuation - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Undo Paste (Ctrl+Z)
Paste
Copy
Format Painter
Clipboard
Wrap Text
Custom
Conditional Formatting
Format as Table
Number
Styles
M5
Undo & Redo
The Undo feature of Excel allows you to quickly correct mistakes. On the other hand, the Redo button lets you Redo what has been previously Undone. It is worth memorizing the shortcuts for the two commands: Undo (“Ctrl + Z”) and Redo (“Ctrl + Y”)
Working capital
$ in thousands
FY11 Actual
FY12 Actual
FY13 Actual
FY14 Forecast
FY15 Forecast
FY16 Forecast
FY17 Forecast
FY18 Forecast
Inventory 31,167 36,397 46,212 51,457 55,533 59,932 64,679 69,803
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Trade payable 15,891 26,352 36,190 40,297 43,489 46,934 50,652 54,664
Working capital 48,160 48,601 53,604 58,194 62,804 67,779 73,148 78,943
DSO 67 74 75 75 75 75 75 75
DIO 79 87 106 106 106 106 106 106
DPO 40 63 83 83 83 83 83 83
See BS Assumptio
FY11-FY18: Working capital development
Historical figures
Forecast period
150
120
90,000
80,000
70,000

Select an area of cells